

Proposing a new* H&I meeting

- for LMHANA H&I subcommittee; January 2016
- for review
- * a new meeting includes any meeting where one does not currently exist even if there had been a meeting at that facility in the past. It does not include new panels within a facility where a meeting is currently occurring.

A. The purpose of this document is to provide a standard procedure for LMHANA's H&I subcommittee to adopt new H&I meetings in their Area. Please refer to the Hospitals and Institutions Handbook for example forms and detailed explanations (pages 17, 31, 101-121). While it is common for an individual NA member to informally discuss starting an H&I meeting with a facility's staff, it is important that issue be brought to the H&I subcommittee as early as possible so that we can abide by our Traditions and also follow our guidelines. Its a WE thing, not a ME thing.

- If you are an NA member and want to start a new H&I meeting please attend the next H&I subcommittee meeting and/or contact the Chairperson. The last page of this document describes what the committee needs in order to begin the process.

HOW TO START AN H&I MEETING/PRESENTATION (from page 17 of the Handbook)

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with PI where applicable. (See the “General Information” section, page 2, of [the Handbook], for additional information.) Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the appointment that we cannot service their request at this time, and will maintain communication with them. We also may provide them with the WSO Product Catalog and make them aware of Reaching Out, The NA Way, tapes approved for sale by the WSO, and the availability of NA literature. Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, place on letterhead stationery and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact initiated by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment. Whether or not a meeting/presentation is established, try to get a contact person at the facility. Make the appointment and be there on time. This may be a joint response from the PI and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our

Twelve Steps and Twelve Traditions, this handbook, and your local guidelines. Explain what an H&I meeting/presentation is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction. What the facility requires from Narcotics Anonymous: We must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page 120). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

HOW TO START AN H&I CORRECTIONAL MEETING/PRESENTATION (from page 31 of the Handbook)

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with PI where applicable. Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting/presentation at this time, we explain at the appointment that we cannot service their request, and will maintain communication with them. We also may provide NA literature and make them aware of The NA Way, Reaching Out, WSO Product Catalog, Phoneline Directories, tapes approved for sale by the WSO, and the ability to order NA literature. Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, use stationery with NA letterhead and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment for presentation. Whether or not a meeting is established, try to get a contact person at the facility. Make the appointment and be there on time. This may be a joint response from the PI and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets and literature and local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, our handbook, and your local guidelines.

Explain what an H&I meeting is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not counsel or educate staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from

active addiction. What the facility requires from Narcotics Anonymous: we must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, pg. 120). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

Initial contact:

When facility contacts us:

Name of facility: _____

Date of contact: _____

Type of facility: _____

Name of staff person: _____

Name of member(s) contacted: _____

Type of contact (letter, phone, etc.): _____

Date of response _____

Appointment set? _____

Date and time: _____

Other arrangements:

When we contact facility:

Name of facility: _____

Date of contact: _____

Type of facility: _____

Name of staff person: _____

Name of member(s) contacted: _____

Type of contact (letter, phone, etc.): _____

Date of response _____

Appointment set? _____

Date and time: _____

Other arrangements:

NAME OF FACILITY: _____
STREET ADDRESS: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE _____
FACILITY REPRESENTATIVE NAME: _____
PHONE NUMBER: _____
MEETING/PRESENTATION INFORMATION
Day(s) of the week: _____ Time: _____ am/pm _____
Time: _____ am/pm _____ Time: _____ am/pm
Panel Coordinator or Leader _____ Phone () _____ - _____ Address
_____ City:
_____ State: _____ Zip Code _____

Type of Facility (check the most appropriate)

Correctional Treatment Hospital Armed Services Clinic Detox Specific Type of Facility

Area: _____
H&I Chairperson _____
Area Address _____
City: _____ State: _____ Zip Code _____
Phone Number: _____

Please list all additional information necessary on the back of this form or on another sheet of paper. Please include: rules, regulations, conditions, procedures and restrictions that apply. Also we would appreciate any guidelines or policies your H&I subcommittee uses. Please complete and send one copy to each of the following: your area service committee, your regional H&I subcommittee and the: NA World Services, Inc. (Attn: H&I), PO Box 9999, Van Nuys, CA 91409 USA