



OUTREACH HANDBOOK

USSC Outreach Subcommittee

Group Conscience Approved October 26th, 2013



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

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.

Outreach Handbook

FOREWORD

Since the restructuring of the Service Structure in 1998 through an inventory process the Standing Committees of Public Information, Hospitals and Institutions, Additional Needs, Literature, Phone line, Outreach, Institutional Groups as well as the Board of Trustees were dismantled and a centralized board was created. Since then these services from NAWS have diminished to near obscurity in the United States.

Through the creation of the United States Service Committee and the United States Service Conference by groups, areas and regions; these services are offered to the US Fellowship as an option to help fulfill their Fifth Tradition.

The Subcommittees of the USSC that have been created are using proven literature that has been removed from the na.org website as resources for providing national services. The USSC Subcommittees are allowed to do this through the NAWS disclaimer following this explanation and the Twelve Traditions. We hope they can be utilized to once again help the suffering addict find what we have found. Thank you for your support.

In loving service

USSC Outreach Subcommittee

NARCOTICS ANONYMOUS WORLD SERVICES

DISCLAIMER

Narcotics Anonymous World Services ("NAWS") provides literature, service materials, bulletins and various other tools for NA members, NA groups, and NA service committees as resources in their NA service delivery efforts. Our production and distribution of these materials is not intended to imply that NAWS is in a position of authority over any of those who use these materials. NAWS does not have any centralized control over any NA members, NA groups, or other NA service committees.

All service materials produced by NAWS are offered as a reference resource, and their application is at the sole discretion of the user. They should not be considered directives or mandates from NAWS, and may be adapted or applied as the user sees fit. Additionally, NAWS takes no responsibility in any issues of liability that may result from the application of these materials.

To alleviate any confusion of terms the following will
be the standard throughout this Handbook.

USSC: United States Service Committee

USSCNA: United States Service Conference of Narcotics Anonymous

OUTREACH HANDBOOK

USSC Outreach Subcommittee, October 2013

Table of Contents

I. INTRODUCTION -- GENERAL INFORMATION

- A. The Idea of Outreach
- B. What Is Outreach In N.A.?
- C. Between the “I’s”
- D. Isolation
- E. Summary of Outreach Efforts
- F. What Outreach Is Not
- G. Cooperation with H&I and P.I.
- H. Coordination with the USSC
- I. The Role of USSC Outreach

II. OUTREACH COMMITTEES

- A. Structure Overview
- B. Communication
- C. Identifying Needs for Outreach
- D. Creating an Outreach Committee
- E. The Area Outreach Subcommittee
- F. The Regional Outreach Subcommittee
- G. USSC Outreach Subcommittee Guidelines

III. COMMITTEE OUTREACH SERVICES

- A. Introduction
- B. Workshops, Learning Days and Orientations
- C. Registering Groups
- D. Group Starter Kits
- E. Outreach Correspondence
- F. Additional Needs

IV. OUTREACH GROUP SERVICE INFORMATION

- A. Introduction
 - 1. How to be a GSR

2. What is a Home Group
3. Suggestions to Group Secretaries
4. Group Treasurer
5. Group Business Meetings
6. What is an N.A. Group and an N.A. Meeting?
7. Help for Professionals (who starts meetings)

V. EXTENDED OUTREACH

- A. Introduction
- B. Helping Struggling Groups/Areas
- C. Loners
- D. Letter writing to Loners and Isolated Groups
- E. Nomadic Addicts
- F. Workshops/Learning Days

VI. COMMUNITY OUTREACH

- A. Introduction
- B. Service Committee Coordination
- C. GSR Training
- D. Visiting Groups
- E. Coordinating Starter Kits
- F. Group Support
- G. Local Meeting Lists

VII. INSTITUTIONAL OUTREACH

- A. Introduction
- B. Background
- C. Action Plan
- D. Initial Presentation to a Group in an Institution
- E. Follow-up Presentation to an Institutional Group

VIII. OUTREACH-OBSTACLES

- A. Introduction
- B. Geographical Obstacles
- C. Cultural/Social Barriers
- D. Language Issues
- E. Legal Restrictions
- F. Other “Obstacles”
- G. Follow-Up

IX. RESOURCE SECTION

- A. Glossary of Terms
- B. List of Available Resources
- C. (Introduction to) Outreach: Workshop Presentation Guide
- D. Sample Area Outreach Subcommittee Guidelines
- E. Sample Regional Outreach Subcommittee Guidelines
- F. Institutional Group Guide

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INTRODUCTION

Outreach efforts have and will always exist within N.A. As long as there are groups isolated by any means, there will be a need for Outreach. Within Outreach we speak of Outreach the “verb” and Outreach the “noun.” Any action to overcome isolation and assist N.A. members to sustain and enhance recovery and fellowship is Outreach the “verb.” When we work together as a committee, accountable and responsible to those we serve, this is Outreach the “noun.” USSC Outreach is the bringing together of multiple service efforts initiated in local communities to meet their needs.

The USSC Outreach Subcommittee is grateful for the work and support of the USSC H&I Subcommittee regarding institutional groups. The Outreach Subcommittee is also grateful to the USSC Public Information Subcommittee for their Rural P.I. efforts. This handbook is a compilation of recommended Outreach practices and available information. Outreach Committees at all levels of our service structure have contributed to this work. As a subcommittee, members and friends of USSC Outreach have developed the input and produced this Working Draft, Outreach Handbook.

With the completion of this Outreach Handbook, it is ready to go to existing Area and Regional Outreach committees, USSC H&I, USSC P.I., The Guardian Committee and the USSC for final review and input. Upon completion of this review process, any warranted additions, deletions or changes will be made. We look forward to presenting an Approval Form Outreach Handbook in the not too distant future.

With roots in various local efforts happening all around our fellowship, one theme comes through clearly: Outreach is about OVERCOMING ISOLATION. Isolation comes in many forms: long distances, natural obstacles, cultural differences, prison walls and apathy. Public Information addresses those outside our fellowship and H&I bring our message to addicts seeking recovery on the “inside.” Outreach work takes place within our NA Fellowship and we portray this by stating: Outreach works between the ‘I’s of P.I. and H&I. In overcoming isolation for those of us who seek recovery, Outreach work fosters communications, unity, participation and hope. Each Outreach Committee member feels strongly about Outreach as a resource and service within our Fellowship. We envision a USSC Outreach Committee serving as a resource and focal point within our Fellowship. The Outreach Subcommittee is unanimous in our desire to see Outreach become a standing committee of the United States Service Conference.

In Loving Service,
USSC Outreach Subcommittee

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CHAPTER ONE

INTRODUCTION AND GENERAL INFORMATION

A. THE IDEA OF OUTREACH

The intent of outreach is simply to insure that any group, meeting, or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Some form of “outreach” exists in virtually every emerging NA community. Usually this takes the form of one or more members traveling long distances to provide support to an isolated group or institutional meeting. During the 1980’s some of these spontaneous efforts pulled together and subcommittees were formed in some locations. Often, they received enthusiastic support to help improve communication, plan related activities for isolated group members, and provide direct support to isolated groups or institutional meetings. As new subcommittees members were trained, committee continuity and consistency resulted in more groups becoming involved and linked to the fellowship. Today’s outreach committees draw much of their experience from these earlier efforts and continue to rely on the principle of one group of addicts helping another. It is one way our fellowship has been able to spread from city to city and country to country. The emergence of formalized outreach committees has made possible a more systematic approach to providing these services.

Currently, some Narcotics Anonymous outreach committees exist at every level of service. Although their activities vary widely, they seem to share a few common goals. First, outreach committees assist NA groups to solve problems that may impede the group’s growth and may even threaten the group’s survival. These committees also help groups to enhance their ability to carry a message of recovery through greater knowledge of and exposure to the NA service structure. Finally, outreach committees help NA groups to overcome the pitfalls of isolation by encouraging increased contact with the fellowship as a whole.

The focus of outreach is within NA from long distance travel to correspondence to getting GSRs to show up at the ASC to registering groups; all this is within the realm of outreach. The purpose of outreach work is to Overcome Isolation.

B. WHAT IS OUTREACH IN N.A.?

Most dictionary definitions of “outreach” describe it as: to reach beyond, to surpass. In Narcotics Anonymous, we use the term to describe an array of services designed specifically to insure that any NA member, group, or meeting can participate in the NA service structure and receive services if they so desire. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure. The fundamental approach in outreach efforts, often

described as support services for groups and service committees, is helping groups and committees to help themselves. In many ways, this really is reaching beyond or surpassing our normal or routine service efforts.

“Outreach” service is meant to complement rather than duplicate the activities of any existing service committee. Many of our service committees must prioritize the nature and schedule for delivery of their services due to the limits imposed by available human and financial resources. Sometimes this results in a lack of basic communication and support to NA members and groups. Outreach subcommittees appear around our fellowship because they provide a systematic approach for one group of addicts to help another by serving these basic needs.

The activities of existing outreach subcommittees vary widely, each one tailored to the needs of those it serves. There are, however common themes and tasks shared by many who participate in outreach efforts. While none do all, most outreach subcommittees do perform some of the following functions:

- * Provide a direct line-of-communication to isolated members and groups, in and out of institutions.
- * Present or take part in activities designed to bring isolated members and groups together with each other and the NA community.
- * Conduct workshops on group level service, provide orientation sessions for GSRs, and develop GST information packets.
- * Conduct outreach workshops at learning events
- * Facilitate, encourage and improve GSR attendance at area meetings
- * Assist groups in need of support and group trusted servants
- * Help to register groups with service committees and the USSCNA
- * Compile or advise in the compilation of meeting schedules
- * Develop or maintain an informative map of service boundaries
- * Encourage members to be involved in NA service
- * Help members and groups to learn about ordering literature and receiving NA publications
- * Facilitate the development and availability of simplified service materials
- * Help groups to provide for members with additional needs

For discussion purposes, we can describe three general categories of outreach service: extended, community, and institutional.

Extended Outreach

Extended outreach efforts focus on communication as a way to minimize the isolation created by geographic, language, and cultural barriers. The main objective is to bring isolated members or groups together with other parts of NA. These services can include; facilitating correspondence, coordination of long distance travels to support groups, maintaining contact information files, helping plan activities for those who could not otherwise come together, and collecting information for outreach newsletters. Compiling information about differing cultural practices and crossing national borders can also be very helpful to group members from dissimilar cultures.

Community Outreach

Whether in an emerging NA community or an established urban setting, fellowship development seems to follow a very similar process. Often, alternating spurts of growth followed by plateaus characterize this development process. In many cities or communities where NA already exists, some type of service structure has been developed to meet local needs. In these situations, it is fairly common to find NA members or outreach subcommittees providing support services to the existing NA communities in countryside, suburban, and/or metropolitan settings. The focus in this setting is on participation. Assisting groups in need of support, helping GSRs to attend area meetings, helping groups to become re-involved in the local service structure, and helping groups to register are the primary functions of community oriented outreach subcommittees.

Institutional Outreach

Institutional outreach efforts, designed to allow groups in institutions to participate in the service structure, can include personal contact, correspondence, newsletters, and literature mailings. These services are directed at NA meetings that are not H&I panels, yet have been started in institutions, long-term facilities, prisons, state hospitals, military bases, and nursing homes. These meetings and groups spring up from a variety of sources. Often, NA is not available at all until our Hospital and Institutions committees conduct a series of panel presentations. Sometime later, staff professionals, patients, or inmates start an NA meeting. Sometimes, meetings in an institutional setting result from one or more recovering addicts becoming incarcerated. Also, professionals who have learned about NA through our public information efforts start NA groups in various settings. Regardless of how they came to exist, these NA meetings can easily become isolated from groups and service committees.

Sometimes, the only link to NA for a group in one of these facilities is contact with an outreach subcommittee or registration with the United States Service Conference.

Some NA communities have used outreach services for many years, and some are just now considering the idea. To the struggling group or the isolated member, it is often outreach services that rekindle the hope and spirit of “Together We Can” as a theme for recovery in Narcotics Anonymous.

Outreach subcommittees work to promote growth and unity by bringing a variety of groups or meetings into contact with the service structure, allowing new and existing elements of the fellowship to benefit from shared experience. Funding comes from the service committee to which they are responsible. In some places outreach efforts are a regional activity. Elsewhere, area subcommittees provide these services directly with a regional subcommittee serving as a forum or coordinating body. It is important to emphasize that the mission of outreach activities is to assist groups to become self-sustaining and not to enforce a uniform understanding of traditions, foster dependency nor to simply start new groups. Successful outreach committees have learned to avoid creating an additional level of structural bureaucracy or barrier to the direct communication between new, emerging, or isolated groups and the rest of the fellowship and service structure.

C. BETWEEN THE “I” S

NA outreach service is designed to complement other services, not to duplicate them. Outreach subcommittees are formed because they fill a need. Outreach service efforts can assist a broad range of isolated and institutional groups and members that sometimes fall outside the scope of NA’s H&I and PI service. For example, our Public Information committees work with those outside NA, helping them to know what we offer to addicts seeking recovery. Our Hospitals and Institutions committees conduct panels in facilities where NA is not available otherwise, helping addicts directly to find recovery. As a result of our PI and H&I efforts, professionals, facility staff, inmates, or patients often start an NA meeting in an institution, and it can easily become isolated from services and communication with NA as a whole. To these struggling groups and isolated members, it is often outreach that rekindles the hope that “together we can.”

D. ISOLATION

Isolation comes in many forms: Long distances, natural obstacles, cultural differences, prison walls and apathy. Outreach is about OVERCOMING ISOLATION. In overcoming isolation, outreach work fosters communication, unity, participation and hope. The three broad categories of outreach efforts group together forms of isolation which are usually addressed with similar approaches.

For example, Na groups may be isolated by geography due to long distances from established NA service bodies. In some cases, this isolation is relatively temporary; it is due to the newness of Narcotics Anonymous in that area and, as NA grows, the isolation will lessen. In other cases, this isolation is likely to continue because the area is not heavily populated. If there is nothing around but desert or mountains or ocean, a thriving area service structure is not going to develop quickly.

At times, this isolation may be due to prison walls. Although great strides have been made in the relationship between NA and correctional systems, it seems that some degree of isolation will always exist for incarcerated addicts.

Additionally, isolated groups may be located within an existing area. Groups of this type may be isolated because they do not know about the local structure, or because they do not understand

that they can be involved and can benefit from involvement. At times, groups choose isolation as a result of a past bad experience with the local service structure, or because the local structure refuses to serve or admit them. Moreover, social, cultural, linguistic, and/or additional needs differences may contribute to their isolation.

Geographically isolated groups.

Such groups may be in a locale where NA is new and, therefore, isolated from our service structure. These groups are encouraged to write to the United States Service Committee. Any new group will be provided information about how to contact the area or regional service committee closest to them. The appropriate service committees are also notified that the group has made contact and are asked to follow up on the referral.

Area or regional outreach subcommittees are usually involved in providing communication, support, and some limited services to groups/meetings in this category. Some of the services provided by outreach subcommittees typically include information about meetings and services, information about how the group can order literature and, at times, some initial supplies of literature. These subcommittees are available to answer questions about NA and to share their experience, strength, and hope concerning early stages of formation. Many members are willing to travel in order to visit and support a new and/or isolated group. With help, these isolated groups may form the nucleus of a new area as NA grows in their vicinity.

Some groups/meetings are in locales that are thinly populated and, therefore, can anticipate little or no growth in terms of meetings starting up around them. This type of isolated group/meeting may also be served by an area or regional outreach subcommittee. Subcommittee members may visit such groups/meetings occasionally and correspond regularly. They can provide valuable information about conducting NA meetings, about various publications available from their area or region as well as from the USSC. Such outreach subcommittees can be the link to our structure and to the services available. Many times, members from isolated groups may wish to travel to area or regional events if they are kept informed of them.

Institutional Groups

Some groups are geographically isolated because they meet in an institution. These institutions may be either treatment or correctional in nature, although the line is becoming blurred as more and more correctional facilities begin to provide some type of drug treatment for their inmates. While some institutions have no contact with H&I subcommittees, a great number of them are served by local Hospitals and Institutions subcommittees. Some facilities have an H&I presentation on a weekly or monthly basis, and the addicts in the facility may start an additional group. NA H&I subcommittees have decided that providing services to groups that have no H&I participation is outside the scope of their duties. Their experience indicates that they risk the cancellation of their H&I presentations by being allied with or responsible for, in the eyes of the facility administration, a meeting with which they have no contact. In addition, local H&I subcommittees have neither the money, literature supplies nor membership to meet the needs of all these groups.

H&I subcommittees are not designed, as an area or regional service committee is, to answer members' questions about service in NA, the service structure, the Twelve Traditions, and so

forth, that may arise from an institutional group. Outreach subcommittees may be designated to deal with such communications. If the facility has no contact with local H&I, because of a lack of available members to do H&I work, contact with an outreach subcommittee can be a vital link to obtain the H&I services that are available. While some facilities do not wish to have H&I presentations, this should not mean that NA is not available to the addicts inside those facilities. In all these situations, the local area or regional committee, through the outreach subcommittee if one exists, is in a position to provide services to the addicts concerned and is encouraged to do so.

In some cases, there is no area or regional structure reasonably close to the isolated group. These groups can be linked to the rest of NA through the United States Service Committee. The worldwide growth of Narcotics Anonymous has enabled groups that have started in this fashion to eventually be part of a local structure while maintaining that link.

Isolation Within Our Communities

Some groups exist in the midst of a functioning area or region but are not linked to our service structure. In reports received about such instances from local service committees, outreach subcommittees have reached out by striving to get every group they serve registered with the USSC, or by making sure that the registration information is current.

This allowed the isolated group to receive information about NA through a variety of publications. They also worked to update local meeting schedule information. Outreach members have scheduled visits to each isolated group in an area in order to insure that the groups' needs were being met, to encourage them to elect a GSR and to become involved in the area service committee. They have also been able, in some cases, to heal past breaches with the service structure through communication.

E. SUMMARY OF OUTREACH EFFORTS

Area and regional outreach subcommittees have worked to bring a variety of NA groups into contact with the service structure. Their efforts are funded by their ASC or RSC. They have worked with groups that are distant from them geographically or take place in institutions, as well as those which are local but not involved. The services they provide include ongoing communications, visits, literature and information about how to order it, linkage to NA publications, experience about service issues, and assistance with registration. Some committees have temporarily assisted groups that were unable to elect a GSR at that time, provided orientation sessions for GSRs and developed GSR information packets. In a few small areas, outreach subcommittees perform the functions usually covered by H&I and PI subcommittees.

F. WHAT OUTREACH IS NOT

It is important to remember that the focus of outreach activities is to assist groups to sustain themselves. Outreach is not intended to be a committee that starts new meetings. For outreach committee members to become tied down supporting one meeting every week would be unfair to the area and a disservice to the group. Committee members can assist the NA members who start meetings by temporarily attending education, starter kits, announcements, and registration. Successful outreach committees have avoided creating a structure that fosters dependency or sets

up an additional barrier to groups having direct contact with the rest of the fellowship's service structure.

It is important for outreach members not to "judge" groups in how they conduct their meetings. Outreach has sometimes, mistakenly, been perceived as an NA "police department" that presents groups with citation for traditions' violations, or a "swat team" that attends meetings for the purpose of telling a group what to do. Outreach committees need to remain clear that they are trying to help the group and their mission is not to promote or enforce uniform understandings of traditions, service concepts or proper NA language. Committee members so inclined should be encouraged to trust that isolated group members will develop their own understanding of NA's principles through increased contact with NA as a whole.

Another pitfall to avoid is identifying with any political factions. Outreach is about group service and must avoid being perceived as taking sides in local controversies. It is important in outreach visits to respect each group's autonomy. The integrity of the outreach subcommittee depends on its ability to provide unbiased, accurate information and then step aside and let the group decide. This is particularly true when an area grows to a point where dividing into more than one area is being considered. The role of outreach in this situation is simply to strengthen groups and develop ASC unity. Outreach should support whatever process the ASC chooses to guide its future and encourage the groups to make their own choices on issues.

For these reasons, outreach subcommittees usually spend significant time discussing how to introduce themselves and clarify their function so as to avoid leaving any group feeling threatened. Outreach may visit, offer suggestions, gather information and even make recommendations. It is the responsibility of the local NA members, groups, and the service committee to address issues.

G. COOPERATION WITH H&I AND PI

Specific examples of Outreach cooperation with H&I and P.I. abound. Often it is Outreach which provides assistance to new or struggling members and groups who were first contacted through H&I and P.I. efforts. For example, H&I carry NA meetings into certain institutions utilizing an H&I panel format. These are classified as H&I meetings. When patients or inmates choose to hold their own regularly scheduled NA meeting in addition to the H&I provided panel, this is an institutional group. Since it is not an H&I panel it is not serviced by H&I. Outreach provides information, guidance, literature and communication to these institutionally isolated groups.

Rural P.I. efforts often lead to the beginnings of regularly scheduled NA meetings in geographically isolated places. After P.I. has carried the NA message, the result is newly recovering addicts who choose to be members of N.A.

Since P.I. work is mostly focused towards the public who are not or not yet members of our fellowship, it is often Outreach which provides ongoing assistance to NA members and groups in geographically isolated locations.

Cooperation with H&I and P.I. is imperative for any outreach effort to be beneficial to the service committee it serves and the addicts being assisted. Many of our service committees prioritize delivery of their services due to limits imposed by human and financial resources.

Such constraints can result in a lack of basic communication and support to NA members and groups. Sometimes, the most meaningful work for outreach to do is to encourage members of NA to get involved in a local service subcommittee. All NA communities can benefit from increased participation.

H. COORDINATION WITH NAWS

Narcotics Anonymous World Service no longer supports an Outreach standing committee as well as Hospitals & Institutions, Public Information, or Additional Needs. Responding to individual inquiries about outreach, maintaining various lists, correspondence, mailings and file maintenance are tasks performed by the USSC Administrative Committee and the USSC Outreach Subcommittee itself.

The USSC Outreach Subcommittee provides a range of services which either directly or indirectly relates to outreach work. These services include registering outreach subcommittees, providing group starter kits or referrals to nearby service committees, translations, publishing the “Loner Group”, and maintaining a registry of NA groups nationwide. A key part of outreach work in many areas is assisting the USSC in registering and updating registration on all groups in the service territory.

USSC Outreach does work closely with the Fellowship to assist in the formation of new area and regional outreach subcommittees. The USSC Outreach Subcommittee makes available its bulletins, handbook and other materials to area and regional outreach subcommittees. Registered outreach subcommittees fellowship wide provides a network for outreach communication. The Outreach Subcommittee also helps newly developing NA committees with understanding the NA Service Structure. This is accomplished through their direct link with outreach subcommittees.

I. THE ROLE OF USSC OUTREACH

Outreach service is designed to compliment rather than duplicate the activities of any existing service committee, board or NAWS. USSC Outreach is striving to carry NA’s message to those groups not currently in touch with the NA service structure. The goals of outreach services are to assist groups in solving numerous problems, the goal therefore of USSC Outreach is to help this assistance network to grow.

Outreach Communication includes reports, letters, phone calls, bulletins, the Outreach Handbook and presentations. Providing lists of all registered Outreach subcommittees to all registered Outreach subcommittees facilitates communication among trusted servants doing similar work in different places. This communication also leads to usable materials meeting the needs of Outreach subcommittees and groups.

Coordination includes responding to requests for assistance from other committees in service delivery. Registering Outreach subcommittees facilitates coordination of outreach efforts and experience. Coordinating events, learning days and workshops, and members’ efforts all can be accomplished more effectively when good communication has taken place.

Information is passed from Outreach to other service committees when we apprise them of our activities, materials and efforts. Outreach committees continue contact with isolated

segments of our fellowship providing information and gaining feedback. Outreach serves as a vital link between our service structure and certain groups often not reached by other efforts.

USSC Outreach Subcommittee provides guidance to Outreach subcommittees on various topics relating to service. Outreach serves as a resource and designs simple versions of already approved service materials for all of Narcotics Anonymous. It is understood in Outreach that we work through channels, gather information and pass it on.

The role of USSC Outreach is to serve as a resource of outreach experience and materials. At the National level, actual “outreach” is performed by the USSCNA. Facilitating communication and providing coordination, information and guidance to outreach subcommittees are key functions of USSC Outreach. To the isolated member, the struggling group or the apathetic area, it is often outreach services that rekindle the hope and spirit of “Together We Can” as a theme for recovery in Narcotics Anonymous.

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CHAPTER TWO

OUTREACH COMMITTEES

A. STRUCTURE OVERVIEW

An Outreach Committee can help members and/or groups learn more about the NA service structure that serves them, especially as it relates to their primary purpose. The purpose of this subcommittee is to reach out to the groups and help spread the message of unity. This can begin at the local level through an Area Service Committee. The Area Outreach Subcommittees can work together at the Regional level to communicate with and gain support from one another. Area and Regional Outreach Committees can work together to coordinate efforts covering great distances. The USSC Outreach Subcommittee acts as a resource to the fellowship as a whole in Outreach efforts.

The goal of Outreach efforts is to overcome isolation resulting from distance, geography, culture, complacency and other barriers. Outreach service is also designed to assist NA groups in institutions that are not directly served by an H&I Subcommittee. The efforts are intended to assist NA communities and isolated or institutional NA groups to help themselves.

B. COMMUNICATION

The lines of communication, particularly in Narcotics Anonymous, are probably the most important key to how the service structure works. Just as we know the value of one addict helping another through open sharing, we know that communication within our service structure is invaluable to our primary purpose. If there is a break in the lines of communication, the message is not likely to reach as many addicts.

New and existing Groups can find increased success by becoming involved and communicating with an area service committee. On the other hand, groups that do not participate in the service structure either through lack of awareness or by choice, have had repeated struggles in maintaining their meetings. An outreach committee can help struggling groups by suggesting different ways to meet the individual group's needs.

Groups in geographic isolation can stay in touch by mail, telephone or in person. Area committee minutes help to keep a group informed about vital service efforts, needs, and events. Groups isolated by choice can have the opportunity to speak with outreach committee members about possible options to increase communication and participation. The focus should always remain on the most effective way for a group to carry the message, which is best done by cooperating with and relying on the service structure.

There is a mutual responsibility shared by the NA Fellowship and the individual members of an NA meeting, particularly if their meeting is geographically isolated. The initial responsibility falls on the Fellowship to reach out and offer assistance to the group. It is very important for this open, appropriate, and constructive flow to continue on an ongoing basis in order for the

fellowship to continue to grow, by carrying out our primary purpose. When afforded the opportunity, the isolated member or group is encouraged to maintain contact by whatever means are practical.

Outreach strives to connect all members of our fellowship in a structure that will continue to attract addicts everywhere seeking recovery. Communication is important throughout our service structure. Outreach bridges gaps to educate and assist members or groups and encourage participation. This communication also builds the trust and understanding that allows us to be more open, willing and honest. Communication is the most effective way to keep what we have by giving freely what was and is given to us.

C. IDENTIFYING NEEDS FOR OUTREACH

There always exists a meeting or group that could benefit from support from experienced NA members that can assist them in carrying the message of recovery. Outreach can be a valuable tool when the lines of communication have a breakdown. Sometimes it can be the only link between the group and the rest of NA. The essence of Outreach is to reach out to isolated and struggling groups and members, and it makes sense that Outreach subcommittees tend to be tailored to the terrain they serve. The needs of the groups and isolated members in the service territory are the determining factor when shaping the scope and mission of an Outreach subcommittee. Resources available, geography and demographics have much to do with how the tasks are carried-out, though they shouldn't determine the actual mission. Before beginning the Outreach work it is important to identify what needs Outreach is intended to meet. In short, what does the service committee want the Outreach subcommittee want the Outreach subcommittee to do.

The best way we've found to stay focused and maintain service committee support is to develop consensus on what Outreach is to do. It is not unusual for Outreach members to be the only ones asking these questions. Narrowing and defining the scope of the Outreach effort is a key factor in dealing with future issues that may or may not be Outreach business. Do not accept blanket delegation as a mandate to define Outreach's role as the effort stumbles along.

We recommend budding Outreach efforts develop and present to their service committee a statement of Intent and Purpose to be voted on by that committee. A statement of Intent and Purpose provides a short term definition of the role and scope of the evolving Outreach effort and allows the service committee to reach a consensus on the work they expect Outreach to do for them. With an approved statement of Intent and Purpose, an Outreach member has a much easier time explaining why Outreach is neither a "swat" team nor the "NA police". The Outreach Subcommittee is a standing subcommittee of the United States Service Conference and have created a set of guidelines to help the subcommittee perform services on behalf of their supportive groups.

Statements of Intent and Purpose are based on the needs of the fellowship being served. Identifying these needs can take place in various settings: from group business meetings, service committee open forums, subcommittee workshops, recommendations from other subcommittees, members and the list goes on. Often, stated needs will be expressed as a desired result rather than what the need actually is. For instance, a recommendation may be to start an Outreach

newsletter. The real need is to reach out to isolated members and groups. The Outreach subcommittee will have to figure-out how they can meet this need. Newsletters are often a subcommittee unto themselves and can rise and fall as members join and finish their terms. The point is to focus on WHAT Outreach can do and save the How-TO for later discussion. Another factor to remember is that Outreach serves to help members and groups to help themselves. Outreach can't fix what others won't support.

Following is a list of generic needs which Outreach subcommittees are often asked to address:

- * Identify and assist isolated members and groups located some distances from the local NA community.
- * Serve as a communication link and liaison to institutional isolated groups.* Provide guidance and NA literature to new or struggling NA meetings.
- * Announce and make known the need for increased attendance at new or struggling groups.
- * Encourage groups to participate in the NA service structure
- * Help overcome apathy, lack of participation or lack of knowledge of other NA service opportunities (H&I and P.I.)
- * Educate group trusted servants - especially GSRs.
- * Develop and coordinate assistance for those with additional needs.
- * Assist and/or produce an accurate meeting list.
- * Encourage groups to view themselves as part of the Area - they are not alone.

Needs are then expressed as functions which are listed in the statement of Intent and Purpose.

A sample is listed below.

Proposed Outreach Subcommittee

INTENT AND PURPOSE

1. Provide support to new groups and groups in need of the area's support.
2. Make announcements and flyers, and provide information about new meetings and meetings needing support to all established groups.
3. Network with various subcommittees in the area for the purpose of providing needed support.
4. Share about the Narcotics Anonymous service structure and its importance to the groups.
5. Help groups find meeting locations, keeping in mind members with additional needs.
6. Work with Area Service Representative in registering new groups.
7. Loan new groups a variety of Group Starter Kits (contents to be approved by the area).
8. Bring unity and a message to groups: You are not alone.

D. CREATING AN OUTREACH COMMITTEE

When we talk of bringing about a new service subcommittee there is often a mix of both hope and concern expressed. There may be fear of creating yet another subcommittee with a budget and in need of support. On the other hand, the hope for a workable new way to “carry the message” and help addicts generally brings unity and fulfillment. This bulletin is about creating an outreach subcommittee. Some of this information may apply to other efforts, though most of this material is specific to outreach.

We offer this process as a way to increase awareness and understanding of outreach, and help service committees in identifying outreach needs and in shaping a mechanism to meet those needs. Any productive service effort requires us to build consensus, develop support, and devote time and effort to many individual commitments. Experience shows that outreach is no different, and the process for creating an outreach subcommittee should be as open and inclusive as possible. The following outline is general in nature and suggests the relevant topics discussed by others along the way.

The Process

1. Is there a need? Are there members or groups who are isolated in any way? Do group business meetings, service committee open forums, subcommittee meetings, phone line workers, confusion at the ASC, suggest that some members and groups want to be more involved than they are able to be?
2. Gather Information about outreach:
 - A. Contact USSC Outreach Subcommittee, see outreach bulletins “What is Outreach,” visit nearby areas/regions with outreach.
3. Would outreach address the concerns expressed? Are the volunteers and financial resources available? Is there another alternative? Does the ASC or RSC want to know more?
4. Plan and present an outreach workshop (see outreach bulletin “Outreach Workshop Presentation Guide”)
5. Draft a statement of Intent and Purpose as an ad hoc outreach subcommittee to the ASC or RSC
6. If approved, form ad hoc outreach subcommittee. Set regular time and place for subcommittee meeting, contact USSC Outreach Subcommittee again, receive additional materials and samples, register your ad hoc outreach subcommittee.
 - A. Initial talk will be to examine the statement of Intent and Purpose and refine it to include a plan for implementation. Gather more input from members and other subcommittees, work together to complete ad hoc outreach subcommittee guidelines. Present proposed guidelines to service committee.
 - B. Ad hoc outreach subcommittee begins outreach tasks to address needs.

- 1) Ad hoc outreach committee reports on progress and problems at each regularly scheduled service committee meeting.
- 2) Maintain communication with USSC Outreach Subcommittee and send USSC a copy of approved guidelines and any other successful materials so others may borrow from our experience.

7. Reassessment. Is it working? Shall we continue? Ad hoc or standing committee?

Notes:

The “Gather Information” stage is basically what would be happening anyway when an idea is presented. To do a good job though, we suggest digging a little deeper than local current wisdom. Contact the USSC Outreach Subcommittee and gain some new insights. Talk to members in other places that are doing outreach. Become a resource of information about outreach.

Presenting an outreach workshop is not as hard as it sounds. Follow our WSC outreach bulletin “Outreach Workshop Presentation Guide” and add to it as may be appropriate. The intent here is to introduce interested members and especially your service committee to this new idea called outreach. “We recommend a panel style format and make sure to have time for questions and sharing. Attendance will be better if flyers are distributed announcing the workshop. Refreshments also help. The goals of the workshop are to provide information, generate interest and pull together a few interested members who wish to follow through with this process.

Drafting a statement of Intent and Purpose is easily accomplished with a few interested members working around a table. With this demonstration of commitment your service committee may be willing to appoint the work group as an ad hoc. The initial task of the ad hoc outreach subcommittee will be to refine the statement of Intent and Purpose for proposal to the service committee, including plans for implementation.

The rest of the process is fairly self explanatory. We can assure you there will be lots of questions. Sometimes the best answer is “I don’t know, though I’ll find out.” We encourage you to contact the USSC and to keep in touch with members doing outreach in other places. When it comes right down to it; people won’t expect you to be a guru on outreach. What they will decide is if they’ve developed a measure of trust in your integrity and ability to follow through. The key to this process is: Keep following through.

E. THE AREA OUTREACH SUBCOMMITTEE

The purpose of this subcommittee is to reach out to the groups and help spread the message of unity by:

1. Attending groups not represented at ASC and share the importance of group involvement in the Area
2. Pass on information about the NA service structure
3. Keep in contact with GSRs at ASC and at meetings
4. Help addicts to start new meetings

5. Serve as a communication link and liaison to institutional isolated groups.
(A sample guideline for an Area Outreach Committee is attached as Addendum A in the back of this book.)

F. THE REGIONAL OUTREACH SUBCOMMITTEE

The RSC Outreach Subcommittee serves the needs of all Areas within the Region by:

1. Coordinating Area Outreach subcommittees
2. Assisting in and coordinating activities that develop and strengthen outreach efforts within the region.
3. Acts as a liaison between the USSCNA, USSC Outreach, and the ASC's it serves.

(A sample guideline for a Regional Outreach Committee is attached as Addendum B in the back of this book.)

G. USSC OUTREACH SUBCOMMITTEE GUIDELINES

USSC OUTREACH **SUBCOMMITTEE GUIDELINES**

To alleviate any confusion of terms the following will be the standard throughout these guidelines.

USSC: United States Service Committee

USSCNA: United States Service Conference of Narcotics Anonymous

ARTICLE 1

BASIC PURPOSE OF THE SUBCOMMITTEE

In Narcotics Anonymous we use the term "Outreach" to describe an array of services designed specifically to ensure that any NA member, group, or meeting can participate in the NA service structure and receive services if they so desire. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the USSCNA Service structure.

ARTICLE II

FUNCTION OF THE SUBCOMMITTEE

The main responsibilities of this subcommittee are to facilitate workshops, learning days, and group, area, and regional inventories based on the Twelve Traditions.

The USSC Outreach subcommittee links Outreach efforts nationwide and clarifies United States fellowship-wide policies. Reports and publications are developed at the national level that is distributed throughout the U.S. fellowship. Workshops are held in various locations to accomplish annual goals and reports; these are distributed throughout the fellowship. The USSC Outreach Subcommittee works to assist in the formation of new Outreach committees and to help groups, areas, and regions overcome isolation by communicating directly with groups, areas, and regions, and by providing a forum for sharing experience among group, area, and regions via a USSCNA newsletter. The subcommittee is assisted with this work by the USSC.

ARTICLE III

ORDER OF GUIDING DOCUMENTS

- A) The Twelve Traditions
- B) The approved Outreach Handbook
- C) The approved USSC Outreach Guidelines
- D) Robert's Rules of order

ARTICLE IV

THE VOTING MEMBERSHIP

The voting membership of the USSC Outreach subcommittee shall consist of 21 registered members. To encourage that fellowship wide participation in the USSC Outreach subcommittee is maintained, no more than 2 members from any group, area, and region may serve on the subcommittee simultaneously, regardless in which the manner they are selected. If the future need arises, then more can be added as needed. The voting membership is as follows:

- A) USSC Outreach Chair
- B) USSC Outreach Vice-chair
- C) USSC Outreach Secretary
- D) Balance of the subcommittee will be comprised of the most informed and experienced members who have demonstrated their ability in service to Outreach in their groups, areas, and regions.

These members will be chosen from a Trusted Servant Pool of qualified individuals who have been selected as representatives from their groups, areas, and regions and whose names are brought by their groups, areas, and regions. These members shall serve a three (3) year active commitment to the USSC Outreach subcommittee to assure that continuity of the tasks assigned to the committee members is maintained.

- E) There will be two (2) non-voting members of the committee from the USSC Guardian Committee. These persons serve as liaisons between the subcommittee and the USSC for guidance purposes. These persons will serve a term to be determined by the USSCNA Service Guide. USSC Outreach Handbook

ARTICLE V

QUALIFICATIONS

- A) Members should be among the most well informed, active, educated Outreach service workers in the fellowship.
- B) Minimum clean time requirement for a member of the USSC Outreach subcommittee shall be no less than (5) five years. This amount of clean time is necessary to ensure the commitment made by each subcommittee member to serve for a period of three (3) years.
- C) The member should have at least three years Outreach experience on the group, area, or regional Outreach subcommittee level.
- D) There is a three (3) year commitment of service to the USSC Outreach subcommittee made by each voting member. Each of the voting participants to the subcommittee can be selected to only one succeeding term (excluding the Guardian member assigned to the subcommittee along with the Chair (elected by the Conference) and the Vice-chair (elected within subcommittee). This commitment is made in the effort to ensure continuity in the subcommittee.
- E) Shall be active in the subcommittee either in person, by mail, or by conference call.
- F) Chair can and should be nominated from the current subcommittee.
- G) Vice-Chair nominated from the current subcommittee
- H) Secretary nominated from the current subcommittee.
- I) Shall have demonstrated a working knowledge of the NA Twelve Steps and Twelve Traditions, USSCNA service guide, USSC Outreach Guidelines, and the Outreach Handbook.
- J) Shall have the time and ability to make the commitment to serve on the USSC Outreach subcommittee.
- K) Removal from the subcommittee upon a majority vote of the subcommittee members is necessary when any of the following situations arise:
 - 1. Relapse
 - 2. Failure to carry out tasks and responsibilities delegated to each of the subcommittee members.
 - 3. Misappropriation of fellowship funds.

ARTICLE VI

OFFICERS QUALIFICATIONS AND RESPONSIBILITIES

- A) Chair**
 - 1. Can and should be nominated from the current subcommittee.
 - 2. Clean time requirement of fifteen (15) years.

3. Minimum ten (10) years experience in active Outreach work on group, area, or regional level.
4. To chair in an orderly manner, all meetings of the subcommittee with a general understanding of Robert's Rules of Order, and to prepare reports in conjunction with the Secretary to the USSC for regular inclusion on the USSCNA website.
5. To ensure proper and speedy communications of all work being done by the subcommittee and to stay in regular contact with subcommittee members (i.e., minutes sent out within thirty days, input for the tasks being performed by other members, etc.)
6. To prepare a budget with the Vice-Chair and the Guardian Committee members, along with the subcommittee to be submitted to the Budget and Finance subcommittee for final approval by the USSCNA each business year.
7. To prepare an agenda of business with Vice-Chair for each subcommittee meeting.

B) Vice-Chair

1. Clean time requirement of fifteen (15) years.
2. Nominated from the current subcommittee.
3. Minimum of ten (10) years experience in active Outreach work on area or regional level.
4. Works closely with the Chair and coordinates activities of those responsible to the subcommittee, seeing that all members submit regular reports of their activities.
5. Presides over subcommittee meetings when the Chair is unavailable.
6. Assists Chair and Guardian Committee member in preparing a budget to be submitted to the Budget and Finance subcommittee for final approval by the body of the USSCNA.

C) Secretary

1. Clean time requirement of ten (10) years.
2. Nominated from the current subcommittee.
3. Minimum of five (5) years experience in active Outreach work on area or regional level.
4. Keeps a record of the proceedings of the subcommittee
5. Prepares and distributes accurate minutes of the meetings of the Outreach subcommittee, within thirty (30) days of such meetings.
6. Records all conference calls and stores the recordings for archive purposes and to assist in transcribing accurate minutes of the meeting.
7. Prepares minutes from conference call recordings and makes available for approval by the subcommittee and then places minutes on the USSCNA website forum for transparency.

8. Maintains a complete list of subcommittee members and all contact information required to keep the subcommittee members fully informed of all activities, minutes and any pertinent data.
9. Keeps an updated record with contact information of members of the Pool Membership resource group.

ARTICLE VII

OUTREACH SUBCOMMITTEE MEMBERSHIP TERM

The term of membership will be three (3) years beginning at the meeting that a person becomes a member, and continuing for three (3) years. Members may seek reaffirmation for another three (3) year term at the completion of the existing term not to exceed two terms. The members of the subcommittee will create a rotation cycle to ensure a balanced rotation of membership on the committee.

ARTICLE VIII

POOL MEMBERSHIP

MEMBERSHIP IN THE POOL IS ON A VOLUNTARY ONGOING BASIS

- A) Anyone nominated by their group, area, and region may be a member of the USSC Outreach Trusted Servant Pool.
- B) Eligible pool members will be placed on the subcommittee by random drawing of active members when openings occur.
- C) To be eligible to be drawn for subcommittee membership, pool members must meet the requirements specified for voting members, have been in the pool for one year, and have completed subcommittee assignments.
- D) Pool members do not have a vote in subcommittee sessions and have a voice at the chairs discretion.
- E) Members will be removed from the pool for the following reasons:
 - 1) Relapse
 - 2) Failure to carry out subcommittee assignments.
 - 3) Misappropriation of fellowship's funds.

CHAPTER THREE

COMMITTEE OUTREACH SERVICES

A. INTRODUCTION

This chapter contains information on tasks and services performed by many Outreach subcommittees, regardless of main focus. The terrain an Outreach subcommittee serves usually determines the type (External, Community or Institutional) of Outreach work receiving the majority of effort. Tasks and services which are unique to a particular “realm” of Outreach are included in the chapter describing that type of Outreach work.

B. WORKSHOPS, LEARNING DAYS AND ORIENTATIONS

Although we often hear the terms “workshop” and “learning day” used interchangeably, experience from around the Fellowship seems to prove that they do have separate uses and goals. A workshop, as the term implies, is an event at which information on a specific topic, activity, or issue is presented for discussion, and actually “worked on” by those who are attending. Learning Days are generally considered to be an informal sharing experience about a specific realm of service or recovery. Orientations are teaching sessions intended to educate members to perform a specified task. However, while their approaches may differ, all three do have the same primary purpose: To inform and aid the addict seeking recovery.

Workshops

A workshop is normally held as a means of examining a specific issue. As such, it has a specific topic of focus and a specific goal. Examples of workshop topics include developing committee guidelines, reviewing new literature, educating and training members about various aspects of service work, and our Twelve Traditions. A workshop can provide a forum for members to learn about such things from those with some experience. They also provide the fellowship with the opportunity to share new ideas and to problem solve. Members definitely benefit when they have a chance to ask questions directly to other members, rather than relying solely on handbooks or waiting for replies by mail or telephone.

It is important to listen to the requests of members asking for help through workshops. It is also important to remember that new groups or areas of NA members may not realize that workshops are available as a tool to them. Members that are involved in service work in Narcotics Anonymous are honored to share their experiences with other addicts. Those who have participated in outreach workshops at the grassroots level of service know the excitement and confusion that go along with helping a new member, group or area flourish.

Each workshop is tailored to the specific needs of the members it is designed to serve. For example, if a few groups have decided to form an area service committee, your outreach committee can send members involved in various aspects of ASC work to present their duties and responsibilities, as well as being available to answer members’ questions about service work

in general. Members who conduct workshops should have the necessary knowledge and background to be able to deal with all questions pertaining to the branch of service they are involved with.

Creativity is an asset in dealing with new groups and areas. What works for you in your home group may not work for all others, according to their situations. Workshops can be conducted in such a way as to allow for brain-storming to serve their needs. Solutions are guided by the Steps, Traditions, Twelve Concepts, handbooks, and the Spiritual principles of Narcotics Anonymous. They should be practical and applicable. Sometimes situations may be presented that require more direction than can be provided during the workshop.

Workshops do not constitute the final word on service issues. On the contrary, they are only a beginning -- a time for addicts to learn what their questions are and to become more familiar with the rest of the NA service structure. Workshops can provide the basics needed for a solid foundation of growth in service, when members are encouraged to identify and use their own resources. As members become aware of the tools and the resources that they have access to, some obstacles and barriers that may have seemed too difficult to overcome will begin to dissolve. In much the same way that addicts learn the benefits of the Steps by sharing them and practicing what they have learned, they can begin to understand the benefits of learning new information, and see how implementing it into their local fellowship can provide for more growth.

A workshop will generally last one to three hours, and usually focuses on a specific aspect of service such as: "What is a GSR?", "Forming an ASC", or "Setting up an H&I panel". Usually, those presenting the workshop share their experience about the topic and allow time for a question and answer session near the end of the workshop.

Learning Days

A learning day is also an opportunity for sharing experience about different aspects of service and/or recovery. However, it is of longer duration than a single workshop. In fact, a learning day may even be made up of a series of workshops, each one dealing with a different topic that cannot be covered in the short period of time offered in a single workshop.

Learning days work well when members must travel a long distance to attend. Scheduling some fellowship time at the end of a learning day is of great benefit. A meal and/or recovery meeting gives an addict the chance to talk about questions they may not have previously had an opportunity to cover.

The two best structures for learning days seem to be a question and answer setting and the round table discussion. The question and answer setting is usually more formal than a round table discussion in that ideas are presented and then the floor is opened for questions or input with the speaker or panel. Discussion is done in an orderly fashion without breaking into smaller groups.

Round table discussion, which are simply people sharing informally in a group, may be broken up into small groups during a portion of the learning day, later reforming into the larger group and sharing individual information with the whole. Whether the format chosen includes

small groups or not; only one topic should be assigned to a group. If the general theme is Outreach, for example, smaller groups may be assigned the related topics of:

- a) planning road trips,
- b) GSR orientation,
- c) visiting groups and
- d) registering groups.

The designated resource person (discussion leader, subject matter expert) lends experience to the discussion and clarifies any problem areas.

Orientations

Orientations are an important way for Outreach subcommittees to teach their members how to do Outreach work. Often these teaching sessions are intended to educate and train members how to represent themselves and Outreach in group visits.

Outreach subcommittees usually spend significant time educating themselves how to approach groups in some form of isolation or how to deal with a known problem situation. The wisdom of a diplomat is a learned skill, and we need to teach each other in order to learn.

The most common orientation others identify with Outreach is training GSR's prior to an Area Service Committee meeting. GSR orientations include material on how to be a GSR, what to expect in the business meeting, when and how to participate and information from the ASC guidelines. The fifteen minutes spent with new GSRs and GSR Alternates results in a much more reasonable and efficient Area business meeting.

C. REGISTERING GROUPS

One aspect of Outreach is facilitating groups with the process of registering with the United States Service Committee. Whether the group is new or needing to update its meeting location; the process can be confusing (i.e., which form to use, etc.) and time consuming. Remember, whereas their need is great, we as a committee cannot force the groups to register, we can only encourage it and assist them.

All registered NA groups within the nation can be listed within the USSC data bank. The information is vital to the growth of NA as a whole as well as a very important link in the communication process nation-wide. Information on numbers of groups registered and locations is also important when informing the professional community and others about NA. When a new group registers with the USSC, the information is also forwarded to the Area Service Committee (A.S.C.) and the Regional Service Committee (R.S.C.) that is active within the locality of the group, thus creating a connection for the group. These are just a few positive examples of the Benefits to the group and our Fellowship from being registered with the USSC.

Outreach committees should make available New Group Registration forms and Group Update forms. The forms can be made available to groups as needed. Periodically, the USSC will forward a list of registered groups with an area and region. At this time, the outreach committee can supply the various groups that are not listed with a New Group Registration form and encourage them to register. The committee can also make available the Group Update forms for those groups whose information has changed. Once a group has registered with the USSC, they will be assigned a code number. This number is very important in keeping track of the many groups around the nation. An outreach committee can help the groups by keeping a list of

the various groups and their registration numbers and providing this number when needed for updates. It is crucial that the correct form is used when either registering or updating the group. If a group is updating and used a New Group Registration form, the chances of duplication will occur and they will be assigned another group code. It is also suggested that the group use the A.S.C. /R.S.C. post office box for the mailing address. If the Group Service Representative's (G.S.R.) mailing address is used, there can be chances of lost mail due to turn over of trusted servants.

D. GROUP STARTER KITS

Outreach Committees provide Group Starter Kits to newly formed or struggling groups for a number of reasons. Some are as follows:

- A. To inform them of other groups in their Area or Region
- B. To welcome them to the Area and/or Region
- C. To have N.A. literature available at their group.
- D. To foster NA unity by giving them information on activities and events in the Area and/or Region.
- E. To let the group members know that they are not alone in promoting our primary purpose in NA.

Group Starter Kits vary from place to place, depending on your Area and/or Region's particular needs or ideals. A sample Kit may contain the following:

- | | |
|--|----|
| 1. Group Registration Forms | 1 |
| 2. The Group Booklet | 1 |
| 3. White Booklet | 2 |
| 4. W.S.O. Order Form | 1 |
| 5. Group Treasurer Booklet | 1 |
| 6. Assorted IP's | 30 |
| 7. Area/Regional Meeting List | 2 |
| 8. Area Guidelines | 1 |
| 9. N.A. Way | 2 |
| 10. Phone Numbers for Area/Regional Committees | |

This list is by no means inclusive of all the things a group may need to get started but can help offset the financial burden that most new groups experience at the beginning. The kit can also help new members be aware of services offered by Area or Region that are available to them. The USSC sends Group Starter Kits to newly registered groups, but many times an Outreach committee can assist the group sooner.

The best message Outreach committees can give a new group by giving Group Starter Kits is that "together we can." This message is one that we all learn as we come to understand the spiritual principles of Narcotics Anonymous.

E. OUTREACH CORRESPONDENCE

Reaching out through correspondence to N.A. communities becomes a vital link that informs, establishes communication, and develops continued growth and support within the fellowship.

DISCUSSIONS: Welcome Letter

Group Starter Kits

Outreach Fliers

Communication with Other Committees

Correspondence with Institutions/Public

Welcome Letter:

From the first link, a simple letter, two-way communication can be the beginning of new hope for some groups or loners in recovery. Some Regions initiate a “Welcome to the Region” letter upon receiving Group registrations. It has been our experience that the first contact with the group initiates interest and reassures the group of continued support in their efforts. This letter may contain:

A statement on the purpose of the Outreach Committee and services available.

Name and Address of the nearest Area Service Committee.

Name and phone Number of the Area Service Representative.

Regional Fliers of events and Service meetings.

Information regarding available speakers, if requested.

Group Starter Kits:

Initiating help to the group through the availability of a Group Starter Kit is a basic need of most groups. The growth of a new meeting generates hope and Outreach reassures for the new group that their efforts are valued in helping the addict who still suffers.

Outreach committees may choose to put together their own packets for distribution: The contents of a Group Starter Kit, if priced separately, exceed the cost of the WSO Starter Kit itself. For the value and content, the Group Starter Kit is well worth its price. Along with the Starter Kit, including a World Order Form informs the group about materials that can be ordered from the World Service Office. Committees will determine what works within their communities. Due to cost considerations, smaller packets may be compiled. Samples of a few items, plus the World Order Form will direct the group in their efforts.

Outreach Fliers:

Fliers available at meetings inform the fellowship on Outreach Committee definition and purpose as well as solicit help. Too often announcements about participation in Outreach are few. By displaying flyers in meetings, the information is at hand.

General Flyer: Explains the general purpose of an Outreach Committee, its function, contact name and meeting's time/place.

Specific Flyer: Questions and answer format. Answers most common questions asked about Outreach. A Committee may choose to compile a question and answer sheet for display.

Volunteer Flyer: A form displayed at meetings for volunteers to sign-up to be available to travel to meetings, support workshops, or be available to speak at a group or function.

Communication with Other Committees:

As an “information” entity, Outreach can be regarded as a “source or “direction” in helping the Fellowship through the many paths of service. Many times we find that Areas or Groups cannot find information they need and they contact an Outreach committee to help them establish contacts with the different levels of service throughout the Fellowship.

Outreach may direct individuals, as well as groups, how to order service materials, pamphlets, tapes, and if the group is indigent, offer help through Area/Regional Services and Committees.

Often in remote areas, addicts seek information about how to start meetings, location of other meetings, or an institution may request information from Outreach. Some situations are merely directing person(s) to other committees which handle specific needs (i.e., Hospitals and Institutions, Public Information, etc.). It is essential that an Outreach Committee work with other Service entities in harmony for the good of the Fellowship. Outreach, in its context and purpose, does not intend to duplicate efforts of other service committees. When working within a facility or with the public, an Outreach committee should be in contact with the Hospitals and Institutions Committee and Public Information. They may also invite H&I and PI to attend Outreach committee meetings to deal with specific needs.

Outreach, Public Information, and Hospitals and Institutions may choose to combine efforts and assemble statements to be included in their guidelines that refer to each committee’s work and define how each committee’s efforts are linked.

Communication with Institutions and the Public:

Outreach Committees may be approached by institutional facilities or the public. As a rule, the Public Information committee addresses contacts with the public at large. When the contact is from the administration of a facility a response is appropriate. It is important that requests are reviewed and correspondence is mailed within a timely manner of the request. Whether the contact is a request for speakers, literature, or information needed for starting a group, our common purpose in our service to the fellowship is reflected in the committee’s promptness and effective response to matters. How the committee presents itself in the public view reflects how we may be viewed as a fellowship as a whole. A form letter or memo with proper letterhead, i.e., (Committee name and address), phone number); for use in communicating with the institutions looks orderly and is received better than hand-written communiqué.

F. ADDITIONAL NEEDS

Additional Needs can range from wheel-chair access availability of meeting facilities to various specialized literature. Sign language interpreting may be an additional need that is an extension of what is already supplied and defined as typical group needs. The basic needs of a

group usually are a place and time to meet, members, and supplies. The extension of group needs benefits from subject matter knowledge and assistance.

It is important that all members are served equally and all have the same accessibility to attend meetings. Some groups may choose to add a handicap ramp to their meeting facility. If a meeting is attended by an addict requiring a Sign Language Interpreter, a group may arrange for someone to be present during meetings and functions. Special needs of handicapped members are important elements of unity in making the member feel a part of the fellowship by equal sharing in the recovery process.

The message of recovery can also be available to those confined because of illness, if members move to remote areas, or if a percentage of the members are bilingual.

Members confined because of illness find great comfort when home group members or volunteers bring a meeting into their home or hospital room.

Some members may have to move to remote areas where there may not be an NA meeting available. Volunteers may choose to visit the member's home at times or send literature and fliers announcing activities within the area. It has been beneficial when NA tapes are sent to the members sharing the message through NA tapes and/or other pertinent literature.

Language barriers, especially in borderline states or multi-language speaking areas, can be assisted by the availability of NA literature published in French, Portuguese, Spanish, German, or Brazilian.

The fellowship as a whole can only be as strong as its equal parts. Our care and concern, guided by a Higher Power, can make it possible for each member to recover and for the spirit of unity to prevail.

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CHAPTER FOUR

OUTREACH GROUP SERVICE INFORMATION

A. INTRODUCTION

Outreach work regularly includes explaining to NA members how to perform Group related service tasks. As a rule, much of our approved service descriptions are generic and do not include specific “how-to” information. In the past, this has allowed for multiple styles and cultural norms to be allowed-for. This generic approach has also led to a multitude of more specific and simpler local service materials all around our Fellowship. Ironically, while some fear that more specific descriptions could seek to impose an “enforced” uniformity; others, in many communities, borrow each other’s locally produced materials and request additional materials. Most of these requests indicate a desire for greater levels of detail and “how-to” information.

In response to requests from members about local Outreach efforts, the USSC Outreach Subcommittee has identified a series of group service related topics to provide more detailed information. While the contents of this bulletin are considered good, there was concern expressed regarding this committee developing group service materials.

HOW TO BE A GSR

Why have a GSR?

Just as “an addict alone is in bad company”, the NA group that does not participate in the service structure will most likely struggle without the spiritual support that the ASC has to offer. The participation of the Group Service Representative (GSR) and the GSR-Alternate at the Area Service Committee (ASC) meeting can make a big difference in the chances of a group’s survival.

Shared experiences and services are key to helping the group carry the message. Your GSR is the bearer of that experience and service. As long as each group carries out its responsibilities by being an active part of the local area, by choosing a GSR and supporting the service structure, the area will sustain itself and provide services to the addict that a group cannot provide on its own.

Some of the services offered by an ASC may include: operating a phone line, providing literature distribution, speaking to the public about NA, reaching out to addicts in isolation and in institutions, printing a newsletter, and organizing functions such as workshops and unity activities. These services vary from area to area. Your GSR is your group’s voice in how these services are delivered.

Some isolated groups may belong to areas that hold their ASC meetings a long distance away. If your group is in this situation, contact your ASC for possible solutions so that your

representative can fully participate. Some suggestions include, but are not limited to, travel subsidization, proxy (mail in) votes on issues sent back to all groups, and hosting an ASC meeting closer to your home group location.

In some cases GSRs from groups isolated in institutions have a hard time participating in their ASC meetings. Some of the ways GSRs in institutions can participate are as follows:

- * Members from the outside may get clearance to attend a meeting in an institution, make that their home group, and carry the group's conscience to the ASC.
- * Member(s) from within the institutions may get clearance to attend the ASC.
- * On occasion, the ASC may actually be held within the institution
- * Conscience may be carried by proxy vote as mentioned above.

These examples are being utilized today, but your solution needs to fit your situation and facility.

Who should be the GSR?

Next to the individual member, our groups are the most important unit of the service structure. They have been established to fulfill our primary purpose by carrying the message through holding recovery meetings. The position of GSR is vital to the stability and unity of that service unit.

GSRs act as a resource to home group members by being well informed about most aspects of service in NA and by helping to guide members into the different branches of service available in which all may participate. There is always much service work to be accomplished in a local area. GSR who shares the group's enthusiasm and knowledge can help by getting other members involved in the type of service they will enjoy.

The information pamphlet, *The Group*, suggests that a GSR have the following qualifications.

- * The willingness and desire to serve.
- * A history of recovery in NA (suggested minimum of one year clean time).
- * An understanding and working knowledge of the Twelve Steps and Twelve Traditions of NA.
- * Active participation in the group they are to serve.

A GSR-Alternate should have the same qualifications as a GSR except for the suggestion of six months continuous abstinence. The GSR and the GSR-Alt. is each elected at the home group business meeting for a one-year term. The position of GSR-Alt. provides the group with a member who is training to be a GSR. The GSR-Alt. is expected to stand for the position of GSR at the end of their term. In some groups, the suggested clean time is waived according to how new the group is and who is interested in serving. The group may also choose to elect a GSR-Alt. only and allow that person to grow into the position.

The GSR should be chosen carefully, because this person will become the group's link with the rest of NA's service structure. The group places its trust in this person to carry group conscience, and usually the group's donation, to the ASC and to return to the group business meeting with clear, concise, objective reports on ASC activity.

What do we do now?

Once a home group has chosen its GSR and GSR-Alt., it is responsible for providing these members with continued support and guidance so that these trusted servants can carry out their duties in the spirit and atmosphere of recovery. By responsibly choosing a GSR, the group is free to focus on its primary purpose - “to carry the message to the addict who still suffers.”

GSRs are “the link that binds the groups together in the performance of our primary purpose.” One of the duties of a GSR is to attend the local Area Service Committee (ASC) meetings.

The function of the ASC is to serve the groups that are part of it. In order to do this, the ASC usually meets monthly. The ASC is made up of GSRs and GSR-Alternates from the local groups, subcommittee chairpersons (Outreach, Hospitals and Institutions, Public Information, Literature, etc.), and an administrative committee consisting of a chairperson, vice-chairperson, treasurer, secretary, Regional Committee Member (RCM), and RCM-Alt.

The GSRs of all the groups attending present group reports at the area meeting that may include the following information: group news and activities, group problems/strengths, location/time/format changes, donations to the ASC, group size, and subcommittee sign-up sheets. Many ASCs offer a forum for GSRs to discuss group problems and get feedback from other GSRs who may have faced similar challenges.

The GSR may order literature at the ASC meeting for the group from the area or regional literature stockpiles. Another important function is to verify that the group is listed on the area and regional meeting lists and is registered with the USSC.

In turn, the GSR reports matters dealt with at the ASC back to the group at the monthly business meeting. Such matters may include: other group news; elections/vacancies; subcommittee activities; ASC financial status; subcommittee sign-up sheets; area activities, workshops, conventions, camp-outs, retreats, etc.; regional and national level service information; business items referred to the group’s monthly business meeting for group conscience; and shared solution to group problems.

How to be an effective GSR

In order to fulfill their duties, it is suggested that the GSR share the responsibilities with the GSR-Alt. (who acts as the GSR in their absence). It is suggested that the GSR possess the necessary service materials, including handbooks, guidelines, and area policies. Some of these items can be purchased from the area or regional literature stockpiles, while others are made available to all area level trusted servants at no charge. GSRs are encouraged to ask questions of other ASC members, past and present, to gain shared experiences.

It is suggested that GSRs become involved in other aspects of area service by participating on a subcommittee. Information about these subcommittees can be accessed from the subcommittee chairperson or other subcommittee member, as well as from the handbooks and by attending subcommittees meetings and activities.

While attending the ASC meeting, the GSR should remember that he or she is representing the group. Attending the entire ASC meeting, listening, taking plenty of notes, and voting with the group’s conscience in mind (not personal opinion) are of utmost importance. The GSR

should remember that their group may have no other way to get the information that is passed along at the ASC meeting. An ineffective GSR could keep a group in isolation; on the other hand, an attentive, objective GSR can help the group stay well-informed and thrive.

When reporting back to the home group, the GSR should cover all the information necessary in a brief, clear, and enthusiastic manner. Caution should be exercised not to offer an opinion unless asked to do so by the group. Some GSRs choose to make all information available in written format, only bringing up for discussion in the business meeting those issues that the ASC has asked be discussed in groups. However a GSR chooses to report, making sure that all group members have access to as much information as possible will go a long way toward promoting unity.

Available resources

Narcotics Anonymous has the following publications available for further information about GSRs.

- IP #2 -- The Group
- The Group Booklet
- NA Basic Text
- It Works: How and Why
- The Group Starter Kit
- The Twelve Concepts of NA Service

CHAPTER FIVE

EXTENDED OUTREACH

A. INTRODUCTION

Outreach efforts are meeting needs not currently being filled by any other service committee. The intent of Outreach is to insure that any group, meeting or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Areas and regional outreach subcommittees have worked to bring a variety of groups/meetings into contact with the service structure. Their efforts are funded by their ASC of RSC. The services they provide include ongoing communications, visits, to isolated groups and areas, literature and information about how to order it, experience about service issues, and assistance with group and service committee registrations. Some committees have temporarily assisted groups that were unable to elect any trusted servants for a period of time, provided orientation sessions for GSRs and developed GSR information packets. In a few small areas, outreach subcommittees have even performed the functions usually covered by H&I and P.I. subcommittees.

What is generally referred to as “extended outreach” can be most simply described as service committee assistance to members, groups, or Areas that are geographically isolated from the nearest existing part of the NA service structure. Geographically isolated groups/meetings may be in a locale where NA is new and, therefore, isolated from our service structure. In such cases, this isolation is relatively temporary, is due to the newness of Narcotics Anonymous in that area and, as Na grows, the isolation will lessen. In other cases, this isolation is likely to continue because the area is not heavily populated. If there is nothing around but desert, mountains, ocean, or woodlands, a thriving area service structure is not going to develop quickly. Moreover, social, cultural, linguistic, differences may also contribute to their isolation.

Sometimes an isolated group/meeting will write to the USSC. When this occurs, the new group will be provided with information about how to contact the area or regional service committee closest to them. The appropriate service committees are also notified that the group/meeting has made contact and are asked to follow up on the referral.

Area or regional outreach subcommittees are usually involved in providing communication, support, and some limited services to these groups/meetings. Some of the services provided by outreach subcommittees typically include information about meetings and services, information about how the group can order literature and, at times, some initial supplies of literature. These subcommittees are available to answer questions about NA and to share their experience, strength, and hope concerning early stages of formation. Many members are willing to travel in order to visit and support a new and/or isolated group/meeting. With help, these isolated groups/meetings may form the nucleus of a new area as NA grows in their vicinity.

Some groups/meetings are in locales that are thinly populated and, therefore, can anticipate little or no growth in terms of meetings starting up around them. This type of isolated group/meeting may also be served by an area or regional outreach subcommittee.

Subcommittee members may visit such groups/meetings occasionally and correspond regularly. They can provide valuable information about conducting NA meetings, about various publications available from their ASC or RSC, as well as from the USSC. Such outreach subcommittees can be the link to our structure and to the services available. Many times, member from isolated groups/meetings may wish to travel to area or regional events if they are kept informed of them.

The focus of any extended outreach effort is to support these groups and Areas in their efforts to overcome any difficulties they may be experiencing due to geographical isolation, or their lack of information about the rest of our Fellowship. Assisting groups in need of support, coordinating workshops for isolated groups and Areas, and encouraging these groups and Areas to register with the USSC, are primary tasks carried out by an Outreach subcommittee doing extended outreach work.

Due to the geographical distances that need to be taken in to consideration, extended outreach efforts need to be done in an organized manner. This requires a fair amount of coordination that is generally best done through the effort of an Outreach subcommittee. This approach allows for good planning, successful implementation, and consistent follow up of the initial outreach effort. When carried out in this manner, extended outreach efforts will help to bring about more consistent communication, an increased awareness of our service structure, and more stable growth for the more isolated parts of the Fellowship.

B. HELPING STRUGGLING GROUPS/AREAS

Outreach efforts to isolated NA groups provide a beneficial and much needed service in many parts of our Fellowship. The group that is the recipient of these efforts is assured they are part of the fellowship, and that they have a place in the service structure of NA. The very presence of such “outside support” can provide a means of verifying for the isolated group the fact that carrying the message is indeed the primary purpose of NA.

An extended outreach effort strengthens the ties that bind addicts together, creating a sense of connectedness between geographically separated meetings. However, we need to be careful not to create an atmosphere of competition with such groups. The focus of all outreach efforts should be to communicate to isolated groups that they are an important part of the NA Fellowship. If we are cautious about this in our approach, there is often an open sense of gratitude that emerges among the members of an isolated group, when they realize that addicts very similar to them are willing to go to any lengths to share their recovery and carry the message. Also, as a result of the contact made by addicts from elsewhere in the Fellowship, and due to the sharing of more information, members of the isolated group may become interested in finding a way to more actively participate in the service structure.

Visiting Isolated Groups

To the greatest extent possible, Outreach is done in teams. Two people visiting a struggling group can not only offer support during the meeting, they can also provide information and offer

suggestions in conversation with group trusted servants and other steering committee members. It is important in Outreach visits to remain low key and respect each group's autonomy. Registering groups with the USSC is an excellent entrée when visiting a group. Answering questions and explaining the purpose and functions of the area and its subcommittees are also an important part of these visits.

Groups are identified for Outreach visits at the Outreach subcommittee meeting, or by direction of the Area chair.

At the Outreach subcommittee meeting (or by direction of the Area chair) groups are identified for Outreach visits. Groups known to be struggling and groups without representation at the ASC are chosen based upon the ability to visit and best assessment of need. The Outreach subcommittee plans group visits for the month, identifying who will do the visit and primary reasons. The planned visits are recorded and members report to the Outreach chair as each visit is accomplished.

Before visiting groups, and as a regular part of Outreach subcommittee training, review the section "What Outreach Is Not". The last thing Outreach needs is to get a reputation as a bunch of "Traditions Troopers" or "NA Police". When a group is perceived to be "violating" certain Traditions, it is doubtful the "error" is being done intentionally. More than likely, lack of knowledge or information regarding the issue is the culprit. As concerns or issues arise, it is not the function or purpose of Outreach to "tell" a group what to do or "threaten" the group with removal from the NA meeting list. Outreach can best function by providing groups with approved NA literature as a source of information, not by "judging" groups in how they conduct their meetings. Outreach subcommittee participants need to spend significant time in discussion of how to introduce themselves at groups, and how to best clarify their function so as to avoid unfortunate incidents.

Outreach subcommittees can also assist groups in many other ways. In addition to group visits, the outreach committee can encourage the members of an isolated group to attend any other meetings that are within driving distance for them, or by coordinating carloads of outreach members to attend the isolated group on a weekly or monthly basis. Maintaining some form of regular communication and being available to answer questions for group trusted servants are additional ways that an outreach committee can provide the support that members of an isolated group need in order to grow and learn how to help themselves. Outreach subcommittees can also ensure that the group is listed on local meeting lists and registered with the United States Service Committee. Often, it is the local Outreach subcommittee that knows more about the NA groups in the area than any other part of the service structure. Outreach subcommittee members can also provide and/or verify information when it is time to update local meeting lists.

Providing "Starter Kits"

The idea of providing Group Starter Kits has been around longer than Outreach subcommittees. Some Areas choose to provide locally developed starter kits at the ASC. Sometimes the group itself sends a member to the ASC requesting assistance. The Outreach subcommittee will know of other groups needing a little extra help. Whether the Outreach

subcommittee has a budget including specified starter kits or the ASC chooses to vote on each request; Outreach subcommittees are the preferred vehicle to coordinate the delivery of the starter kit and report back to the ASC. This practice affords the Outreach subcommittee the opportunity to offer additional assistance when they visit the group.

C. LONERS! THE LONER MEMBER

A “loner” is an addict who has found the program of Narcotics Anonymous and has embarked on the road of recovery in isolation. Their first contact may be with the USSC to request some literature or other information about the NA program. News of this contact is then passed on by the USSC to the nearest ASC or RSC for follow up. Many Area and Regional Outreach subcommittees have created services which are available for “loners”, some of which provide them with the opportunity to have contact with other recovering addicts in Narcotics Anonymous. These services include having camp-outs near where loners are known to live, road trips, correspondence and materials packets.

There are also some Fellowship materials of interest to loners and those seeking to overcome the loners’ isolation. The following publications are available:

IP #21 - “The Loner -- Staying clean in Isolation”

The “Meeting by Mail” publication

The NA Way Magazine

D. LETTER WRITING TO LONERS AND ISOLATED GROUPS

Isolated addicts may not be able to meet with other addicts due to a variety of different circumstances. For example, they may spend long periods of time away in a work camp, or live in a small rural community or in an aboriginal settlement, or they may simply have a job that requires long hours and extensive travel.

If an outreach committee decides to correspond with loners, that correspondence should be frequent and consistent. It is difficult for an addict to recover in isolation, so access to literature and shared experience is vital. The outreach committee can establish a volunteer list of addicts who are willing to communicate with loners. There are enough resources in the NA fellowship that loners can also recover with support. It can be the responsibility of an outreach committee to help direct those resources where they are needed.

The letter writing campaign can be an important part of an Outreach Committee. It is advisable to have a small working group, rather than trying to have the entire committee make decisions about letter writing. This smaller group can gather ideas; put together samples and present possibilities to the service committee for a group conscience, thus saving time for everyone. One approach to forming and implementing such a group is outlined below.

I. The letter writing group

- A. Form a small working group
- B. Use reference material available from USSC, other Regions, and other Areas
- C. Put together several samples to work from

II. The letter writing

- A. Target which isolated groups:
 - 1. Jails and Institutions
 - 2. Rural meetings
 - 3. Metropolitan meetings
 - 4. Inclusive
- B. Write a cover letter
 - 1. Introduce your region, area or subcommittee
 - 2. Describe briefly your purpose
 - 3. Make your objective clear
 - 4. Have a contact name, address and/or phone number (aside from your committee return address)
- C. Use a questionnaire
 - 1. General info.
 - 2. Needs
 - 3. Contacts
 - 4. Comments

III. The letter follow-up

- A. Responding to responses
 - 1. Phone call
 - 2. Additional letter
 - 3. Mail outs (directories, forms, etc.)

As ideas are sorted through, the working group can start to put together drafts that work for the groups/meetings being targeted. A cover letter is important, but needs to be brief. Introductions are necessary, and (stating) our purpose is vital, for many people are not aware of what Outreach is, and fear “interference” in their meetings. Make your objective clear why you are interested in these members, what you want to do for these members, what you want these members to do for you. These things can be the key to whether or not you receive responses. Probably of equal importance are having contact people available. There may be questions/concerns that demand immediate responses, and a committee P.O. Box may not fulfill that need. If your area or region has more than one area code, try to have more than one contact. Even though close in proximity, some groups/meetings may hesitate to make contact if they feel you are too far away to offer their group anything. Again, keep this cover letter brief. Too much information may inspire rejection rather than response.

A questionnaire is a helpful tool in a letter writing campaign. It shows you have an interest in other members, and want to know of their needs. The questionnaire doesn’t have to be complicated - it’s amazing what you can find out by asking 10 single questions that can be answered “yes” or “no”, then leaving space for additional information, comments or requests not mentioned. The idea is to stir interest in the fellowship, and what we can do for each other as

members of NA. Something simple, like “Is your group registered with USSC?” can tell your committee a lot about an isolated group. Other questions, regarding access to literature, contact with members outside the group, whether or not a present service structure is in existence, can help in identifying needs. A request for specific needs is also helpful, for your committee can then focus on this, providing help guided by the Traditions of NA.

Make sure to request the group name (if available) and a group contact, so that follow-up can be accomplished. At most times, phone calls are the best follow-up. Either the committee secretary or members of the committee who are willing can do this. A phone call lets the isolated group know you received their response. Their comments or requests can be acknowledged, and wheels can be put into motion for actual Outreach work. Additional letters may become necessary if there is no contact person available for the group, or if phone calls are not financially feasible. A form letter acknowledging a groups response can be used or individual letters directly answering each group’s needs. Individual letters will require more Outreach volunteers, so this form of communication may not work for your committee. Mail outs can also be explored at this time - region or area directories, flyers of upcoming events, USSC registration form, sample News line or individualized packets of information. Whatever you chose as a follow-up will work, as long as it is an acknowledgement of a response.

A letter writing campaign of any kind requires time and effort. It can be a useful tool for Outreach - it can also be a nightmare if the process is not thought-out in advance. The main things to remember are (1) keep it simple and (2) stay within the bounds of the 12 Traditions. “My gratitude speaks when I care and when I share the NA Way.”

E. NOMADIC ADDICTS

Nomadic Addicts, Addicts on Asphalt and Car-a-vans are all names for an Outreach method used in some parts of the Fellowship to connect and support small and isolated groups and meetings. It can be implemented in a number of ways, tailored to the needs of the specific situation, and can be coordinated by an outreach subcommittee at the group, area, or regional level. At its simplest, nomadic addicts consists of NA members traveling to support meetings in need and can be quite informal. However, some situations call for more planning, particularly when it involves the allocation of resources and the necessity of frequent contact. Decisions regarding which meetings to support and who will be responsible for coordinating the effort can be made through the Outreach subcommittee. This will help to ensure continuity and avoid any duplication of effort by another service body.

Nomadic Addicts can also help to increase unity in sparsely populated areas and regions. Where no outreach committee exists, a meeting in need of assistance can be targeted during the monthly ASC meetings, and then carloads of addicts from other groups in the area can make arrangements to attend the meeting in the upcoming months. An additional advantage to this type of service is the opportunity it provides for involving new people in service. The only requirement is a desire to stay clean, and the willingness to attend another meeting. Most newcomers will benefit from attending meetings outside of their own local community. They quickly realize that our recovery is based on helping one another, no matter what community we live in, and that NA is much bigger than just their own home group or area. In addition to this,

they can also learn about the benefit of having a meeting while traveling in the car, one at the designated group, and another on the way home.

One means of bringing some continuity to a nomadic addict's effort is to have the outreach subcommittee maintain an updated list of addicts who have expressed their willingness to travel to isolated meetings. Once information has been obtained about new meetings, members that are geographically closest to the new meetings can be contacted and asked to attend the meeting.

F. WORKSHOPS/LEARNING DAYS

Although we often hear the terms "workshop" and "learning day" used interchangeably, experience from around the Fellowship seems to prove that they do have separate uses and goals. However, while their approaches may differ, they do have the same primary purpose: To inform and aid the addict seeking recovery.

A workshop, as the term implies, is an event at which information on a specific topic, activity, or issue is presented for discussion, and actually "worked on" by those who are attending: A workshop is normally held as a means of examining a specific issue. As such, it has a specific topic of focus and a specific goal. Examples of workshop topics include developing committee guidelines, reviewing new literature, educating and training members about various aspects of service work, and our Twelve Traditions.

A workshop can provide a forum for members to learn about such things from those with some experience. They also provide the fellowship with the opportunity to share new ideas and to problem solve. Members definitely benefit when they have a chance to ask questions directly to other members, rather than relying solely on handbook or waiting for replies by mail or telephone.

It is important to listen to the requests of members asking for help through workshops. It is also important to remember that new groups or areas of NA members may not realize that workshops are available as a tool to them. Members that are involved in service work in Narcotics Anonymous are honored to share their experiences with other addicts. Those who have participated in outreach workshops at the grassroots level of service know the excitement and confusion that go along with helping a new member, group or area flourish.

Each workshop is tailored to the specific needs of the members it is designed to serve. For example, if a few groups have decided to form an area service committee, your outreach committee can send members involved in various aspects of ASC work to present their duties and responsibilities, as well as being available to answer members' questions about service work in general. Members who conduct workshops should have the necessary knowledge and background to be able to deal with all questions pertaining to the branch of service they are involved with.

Creativity is an asset in dealing with new groups and areas. What works for you in your home group may not work for all others, according to their situations. Workshops can be conducted in such a way as to allow for brain-storming to serve their needs. Solutions are guided by the Steps, Twelve Traditions, Twelve Concepts, hand books, and the spiritual principles of Narcotics Anonymous. They should be practical and applicable. Sometimes situations may be presented that require more direction than can be provided during the workshop.

Workshops do not constitute the final word on service issues. On the contrary, they are only a beginning -- a time for addicts to learn what their questions are and to become more familiar with the rest of the NA service structure. Workshops can provide the basics needed for a solid foundation of growth in service, when members are encouraged to identify and use their own resources. As members become aware of the tools and the resources that they have access to, some obstacles and barriers that may have seemed too difficult to overcome will begin to dissolve. In much the same way that addicts learn the benefits of the Steps by sharing them and practicing what they have learned, they can begin to understand the benefits of learning new information, and see how implementing it into their local fellowship can provide for more growth.

A workshop will generally last one to three hours, and usually focuses on a specific aspect of service such as: “What is a GSR?”, “Forming an ASC”, or “Setting up an H&I panel”. Usually, those presenting the workshop share their experience about the topic and allow time for a question and answer session near the end of the workshop.

A learning day is also an opportunity for sharing experience about different aspects of service and/or recovery. However, it is of longer duration than a single workshop. In fact, a learning day may even be made up of a series of workshops, each dealing with a different topic that cannot be covered in the short period of time offered in a single workshop.

Learning days work well when members must travel a long distance to attend. Scheduling some fellowship time at the end of a learning day is of great benefit. A meal and/or recovery meeting gives addicts the chance to talk about questions they may not have previously had an opportunity to cover.

CHAPTER SIX

COMMUNITY OUTREACH

A. INTRODUCTION

In countryside, suburban and metropolitan settings we find Outreach Subcommittees performing support services to existing NA communities. These are cities and places that already have NA and have developed some form of service structure.

Community Outreach is assistance to groups to help them become strong and involved in our Fellowship. Some form of community outreach exists in virtually every NA community. Usually this has been in the form of one or more members with the energy to start and assist groups. Often this is done through those they sponsor, always encouraging others to “get involved”.

Whether in an emerging community or an established urban setting, Fellowship development follows a similar process. The goal of community outreach is to overcome isolation resulting from apathy and complacency. The focus in a community setting is on participation. Assisting groups in need of support, encouraging GSRs to attend area meetings, and registering groups with WSC are primary tasks of Outreach Subcommittees.

In each of its forms, Outreach represents addict-to-addict service. None of these tasks are unique or original. What Outreach does is share the burden between members working as a committee. The improved communication and consistency that Outreach subcommittees bring to group service is easily measured in area unity, service participation and stability.

B. SERVICE COMMITTEE COORDINATION

Like most committee work, Outreach Subcommittees must carefully coordinate their efforts with the Area Service Committee and other subcommittees. Often in the community setting, Outreach service delivery is done at the area level. Outreach Subcommittees receive and coordinate information from other subcommittees such as P.I., phone lines and H&I as well as the area chairperson, vice-chair, secretary and other interested members. Information about struggling groups or groups with no representation at the ASC is often the beginning for outreach work. In some places, Outreach Subcommittees provide a “wake-up” call a couple of days prior to the ASC to members of groups that haven’t attended in a while.

Since Outreach Subcommittees are in contact with our general NA membership, often it informs members about NA service opportunities on other subcommittees. Sometimes Outreach Subcommittees prepare "catalogs" with a paragraph or two describing other subcommittee functions, meeting time and place, and who to contact for more information. This often brings other subcommittees new participation from throughout the area. Providing the information and encouraging members to participate in service may be why some places name their Outreach Subcommittee the Unity Subcommittee.

C. GSR TRAINING

A service often performed by area Outreach subcommittees is to provide orientations and training for new GSRs. These presentations are usually done in a quick seminar format 30 minutes prior to each ASC. A sample GSR orientation appears in the resource section of this handbook. These orientations tend to focus on the practical aspects of how to be a GSR. The topics generally include the following:

1. Very quick overview of our NA service structure.
2. Description of the Area Service Committee.
3. Recap of the Area's typical ASC agenda.
4. Overview of ASC guidelines.
5. How to give a GSR report at the ASC.
6. Explanation of GSR responsibilities at the ASC.
7. Taking notes and reporting ASC information to their group.

Materials included in these orientations may be locally developed though should not contradict any NA approved literature. The Group booklet, Area guidelines and rules of order, and the Outreach bulletin "How to be a GSR" are available from the USSC Outreach Subcommittee and are often used as references. The resulting service committee meeting benefits from GSRs that know their job and how the service committee works.

D. VISITING GROUPS.

Outreach is done in teams. Two or more people visiting a struggling group can not only offer support during the meeting, they can also provide information and offer suggestions in conversation with trusted servants and other group members. It is important in Outreach visits to remain low key and respect the autonomy of each group.

Registering groups with USSC is an excellent beginning when visiting a group. Answering questions and explaining the purpose and functions of the area and subcommittees are also an important part of these visits.

The subcommittee identifies groups for visits. Groups known to be struggling and groups without representation at the ASC are chosen based upon assessment of need and the ability of outreach workers to visit. The subcommittee plans visits for the month, identifying who will do the visit and primary reason. The planned visits are recorded and members report to the subcommittee chair as each visit is accomplished.

Before visiting groups and as a regular part of subcommittee training; review the section "What Outreach Is Not". The last thing any subcommittee needs to get is a reputation as a bunch of NA "police". When a group is perceived to be "violating" Traditions, it is doubtful the "violations", if any, are intentional.

Lack of knowledge or information regarding the Traditions is the likely culprit. As concerns arise, it is not the function or purpose of Outreach to tell a group what to do or threaten the group with removal from the NA meeting list. Outreach can best function by providing groups with approved NA literature as a source of information, not by judging groups in how they conduct

their meetings. Outreach Subcommittee participants need to spend significant time in discussion of how to introduce themselves at groups, and how to best clarify their function so as to avoid unfortunate incidents.

E. COORDINATING STARTER KITS

Many ASCs choose to provide locally developed starter kits. Whether the ASC votes on each request or plans starter kits in its budget; Outreach Subcommittees are the preferred vehicle to coordinate the delivery of the starter kit. Sometimes the group itself sends a member to the ASC requesting assistance. The Outreach Subcommittee will know of other groups needing a little extra help.

Contents of Group Starter Kits vary from place to place. Most Areas include a sampling of pamphlets, Little White Books and the Group Booklet. Some Areas have categories of group starter kits ranging from simple to expensive. The contents are decided locally and are usually based on cost and the recommendation of the Outreach Subcommittee. We encourage all starter kits to include our group oriented bulletins.

F GROUP SUPPORT

Outreach Subcommittees can assist groups in many ways. In addition to group visits and starter kits, Outreach Subcommittees can help develop support for new and struggling meetings through announcements, flyers, and lists of meetings needing support and coordinating carloads of members to attend the meeting. Outreach Subcommittees can also ensure that the group is listed on local meeting lists and registered with USSC.

In Areas with a newsletter, Outreach Subcommittees can request and provide the information for a regular "Meetings Needing Support" column. Being available to answer questions and train group trusted servants when requested are also examples of group support Outreach Subcommittees provide.

G. LOCAL MEETING LISTS

This section is about one of our most common NA publications: locally produced meeting lists/schedules/directories. If your area has a local meeting list and if the producer of that local meeting list is willing and able to continue, then let them. This section is oriented towards a community setting and does not address matters related to "Outreach Meeting Lists" produced in some regions for extended outreach efforts.

Often, it is the local Outreach Subcommittee that knows more about the NA groups in the area than any other part of the service structure. Outreach Subcommittee members can provide information and verify information to update existing meeting lists. In some areas, Outreach produces the local meeting list. Please note that producing a meeting list on a regular, ongoing basis requires time and resources beyond the capabilities of some Outreach Subcommittees. Consider carefully before accepting this task.

For those providing meeting lists, we hope these guidelines will prove helpful. To this date, there is no conference-approved written description on how to put together a meeting list and what should be contained.

The simplest meeting list is a sheet of paper with local meetings arranged in "day-of-week" sequence. This is also the same basic pattern for large published meeting directories.

Regional meeting lists usually group the meetings according to areas. For each day of the week (Sunday through Saturday) the meetings are listed in sequence of starting time, from early morning to late night. Some places call their meeting list a schedule because this pattern is very similar to a bus schedule. Because schedules do change, it is important to state on the meeting list when it was printed or for what month or season the meeting list is meant to be current.

Putting the group names on meeting lists is recommended. Having the group names on the list helps members, newcomers and old timers, to identify with a home group. While not common in every NA community, encouraging home group affiliation is a strong inducement for addicts to keep coming back and belong. To some, including group names on our meeting lists may seem obvious. This has been an issue from time-to-time, mostly because of some of the names our groups choose. Harm can come to our Fellowship if we print obscenities, sexual or racial terms, drug-using terms or other offensive language on our meeting lists.

Groups are autonomous and free to choose any name they wish. However, meeting lists are a Public Information tool given to a much wider audience than our membership. The language on meeting lists should reflect responsible standard practice for the community. The following criteria can be adopted for determining what names or types of names will not be printed:

1. No obscenities.
2. No ethnic or racial slurs.
3. No references to sexual activity.
4. No drug names.
5. No words referring to drug paraphernalia.
6. No Drug using terms.
7. No references to any other fellowships.
8. No references to places or organizations that can only be related to that organization.

Things get a little more complicated when we start describing the meetings with codes. In addition to basic meeting type (Open and Closed), letters and numbers are used to describe additional needs information, smoking or not, and meeting format information. The codes used in the groups meeting schedules are as follows:

!	ASL Interpreter Available	K	Speaker
#	No Smoking	L	Literature
*	Wheelchair Accessible	M	Men
@	Services for Sight Impaired	N	Newcomers/Beginners
B	Basic Text Study	O	Topic
c	Candlelight	Q	Question & Answer
D	Discussion/Participation	R	Restricted Access
E	Concepts	S	Step Study
G	Gay/Lesbian	T	Traditions
H	Child Care Available	v	Format Varies
I	It Works: How & Why Study	Y	Young People
J	Just For Today Study		

Additional information such as a help line number and service committee and subcommittee meeting day, time and place are not only helpful to our membership, this information also encourages participation in these services. Having this information available also makes it easier for members to make service announcements and provides a ready reference for any inquiries. It is also a good idea to state on the meeting list how to go about updating the listings and adding new meetings to the list.

Printing costs can become prohibitively expensive. For small areas we suggest putting two or four small meeting lists on a sheet of paper, copying, and then cutting the sheets in halves or fourths. Fancy printing and stapled booklets look nice, but these costs do take away from carrying the message in other forms. Areas that attempt to charge groups for area meeting lists usually receive a quick backlash. While some regions have so many meetings they must charge for regional meeting lists, at the area level the best practice is keep it simple, inexpensive and available.

H. CONCLUDING REMARKS.

While Outreach is perceived by many to be mostly focused on long distances or behind walls, our experience indicates that Community Outreach is a key to our fellowship's unity and strength. Instead of placing these services in an intergroup office outside the fellowship service structure, in NA all our services are within our service structure. Outreach Subcommittees appear around our fellowship because they provide a structured, systematic approach for one group of addicts to help another by serving basic needs.

Outreach Subcommittees work to promote growth and unity by bringing a variety of groups or meetings into contact with each other and our service structure, allowing new and existing elements of the fellowship to benefit from shared experience.

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CHAPTER SEVEN

INSTITUTIONAL OUTREACH

A. INTRODUCTION

The following is a brief history of Institutional Outreach. Much of the information and inspiration to do this type of outreach stemmed from the 1989 Ad Hoc committee on Isolated meetings. This Ad Hoc was established as part of the WSC Administrative Committee by the World Service Conference, with much of the initial involvement and prodding coming from WSC H & I. Prior to the inception of the Ad Hoc questions were received by WSC H & I about "renegade" meetings. These were meetings primarily in long term institutions that were not or could not be supported by a local H& I Committee.

Their response was that if these meetings were not under the care of an H & I Committee then they did not fall under their jurisdiction and were not their responsibility. They concluded they were the responsibility of their area or the regions in which these "renegade" meeting were being held. The appeal's to address this situation however did not decrease, they kept coming.

In 1989, after a request was made to WSC Admin. from H & I on behalf of those groups; the Conference formed the Ad Hoc on Isolated Meetings. This Ad Hoc eventually encompassed not only meetings isolated by walls but geography, language and by choice.

After the 1989 WSC, the work on isolated meetings continued and in some ways grew strongly. The two reports and findings of that Ad Hoc such as the difference between a group and a meeting are in the (Glossary). This Ad Hoc in some ways defined outreach issues and helped the few functioning outreach committees find direction. In 1991 motion no. #16 was presented to the WSC to make the isolated group Ad Hoc a standing committee called "outreach." The motion failed and no further action was taken. The need continued to exist and the topics stay alive within H & I circles. During the next year an Ad Hoc subcommittee of WSC H & I on Outreach was formed to address Institutional NA meetings. It was the hope that this group would once and for all actively address this issue and pass on the collective knowledge of the committee opinion on how to deal with these "renegade" meetings. The 1992 World Service Conference in Dallas included an expanded International Development Forum with two main themes: networking and simple service materials development. During the Conference week, a work-group was formed to explore an expanded scope of Outreach, including geographical, community and institutional concerns. The result was motion #129, creating the WSC Ad-Hoc Outreach Committee.

During an Inventory process it was decided to go to a centralized form of accountability and create the World Board. At that time all standing committees were abolished which included WSC H&I, WSC Literature, WSC PI, WSC Ad-Hoc Outreach, WSC Additional Needs, and Board of Trustees. The services provided to the Fellowship of the United States were practically nil. In 2012 through Fellowship needs for services in the United States, the USSCNA was created to fill that void.

B. BACKGROUND

Through our use of drugs, many addicts have found themselves in some type of institutional setting. The physical isolation of these facilities separates those within from the rest of society. Our fifth tradition asks what our message is. It is "an addict, any addict can stop using drugs, lose the desire to use and find a new way to live." Our H & I panels are usually the first contact an institutionalized addict seeking recovery has with N.A.

Most NA members who have many years of experience with both recovery and service work still attend several meetings weekly. Most H & I meetings are held weekly. In many long term facilities, this is the only NA meeting available to our members. If our longer standing members on the "outside" feel the need to attend more than one meeting a week, it would probably benefit our institutionalized members to do the same, regardless of clean time. This section on institutional outreach not only hopes to clarify the past issues with these types of NA meetings, but to encourage those same NA meetings to participate in the NA service structure.

Our experience has shown that we find out about these meeting in various ways. Sometimes, a member may write an area region or world committees letting them know of their meeting. Other times we may be talking with a newcomer or a person new to our meeting and they will tell us that they have come from this hospital or that prison and they have a regular NA group functioning there. Friends and relatives of loved ones have also let us know of these meetings.

It is apparent at this time that most of the institutional meetings in question are regular NA meetings that adhere to the Twelve Traditions of Narcotics Anonymous as best they can. The only thing that many of these N.A meetings lack is being a part of and gaining support from the local NA service structure. It is the intention of this section of the Outreach Handbook to assist in the process of showing how these meetings can fully participate in the service structure of Narcotic Anonymous.

Outreach helps meetings in institutions which are not H & I panels to become groups. This can be done only if members of that meeting have the desire to be a group. A lot of institutional settings work best with a meeting being brought in one night a week by H&I, and a day or two later the group holding their own. The H&I meeting bring in outside speakers and shows support. Whenever we consider doing a presentation in an institution, we should contact PI or H&I first. We may find out of past efforts that can help. Cooperation is vitally important.

It is of the utmost importance, that we remember Outreach does not start groups; members do!

C ACTION PLAN

Our experience has shown that these NA groups prosper best in long term institutions. This includes but is not limited to prison, state hospitals, military bases and nursing homes. Sometimes initial contact has been made. Working with other local NA service committees or contacting NA World Services will be invaluable to find out of such contact. Close liaison with the local H & I committee is essential in Institutional Outreach work. At the very least, a good working rapport will avoid any appearance of conflict and assure amicable division of resources. For instance, it is not unusual for an institutional group to sustain itself with literature from an

H&I panel. Our primary purpose is to carry our message and it is important to work together to do so.

The initial contact may be by word of mouth, letter or phone call. Many Outreach members serve an H&I commitment and this is also where many initial contacts are made with an institutional group. Once communication is established, it is best to inquire what the institutional group's immediate needs may be and what restrictions may apply at the facility. Often, prisons and jails do not allow hardcover books or key tags; our good intentions need to comply with the rules in force at the facilities where the groups reside.

With initial contact begins a process of education in both recovery and service. Outreach can bridge the service void and addicts recovering in institutions can be a part of the N.A. service structure with our help. This includes availability of literature and services and also participation with NA outside the walls.

After contacting these meetings, they will often have questions and want to know more about how to be an N.A. Group. The Institutional Group Guide provides extensive information of value to the institutional group. As part of an Institutional Group Starter Kit with readings, literature and a local meeting list, the Institutional Group Guide is a valuable resource to the group's members in their understanding of how to maintain their group and about the N.A. Fellowship. If possible, arrange for a visit and conduct the Initial Presentation outlined later in this chapter.

If the Institutional Group Starter Kit is delivered or mailed, include a cover letter explaining who you are (Outreach), what your purpose is, and how they can contact you. It is important to remember that we are not able to intercede with the facility's administration on their behalf. Additional information about our Traditions is also helpful. If a presentation is allowed, plan on some questions regarding Traditions Two, Four, Six, Seven and Twelve. Also some discussion on service representation can serve a new group well. Service can be an integral part of our members' recovery and encourage growth in a new group.

A second presentation would focus on service only, about 30-90 days later. Going over the topics from the first presentation helps. You may also consider these topics:

- How to get literature;
- Importance of communicating with our service structure;
- The Concepts:
- Getting the ASC minutes:
- Group conscience;
- Voting on ASC, RSC, and USSCNA issues;
- Fellowship Services;
- How to get a GSR to an ASC;
- Can these ASC come to the group monthly or quarterly;
- Proxy vote at the ASC; registering a group.
- Both presentation would end with a question and answer and comment period.

The information in this chapter and the Institutional Group Guide can also be used to guide members in an institution to start a new group. Both H & I and Outreach Committee members are encouraged to be familiar with this material.

For information on the basics of an N.A. meeting, conducting a group business meeting, and other important information included see the Resource Section, Addendum B.

The Institutional Group Guide is included in this Outreach Handbook as Addendum G. The main audience for this Outreach Handbook is members of NA doing Outreach work. The intended audience for the Institutional Group Guide is any member of NA in an institution. The Institutional Group Guide may also be of value to treatment professionals and facility administrations.

For further information, input and feedback; contact the USSC Outreach Subcommittee in care of the USSCNA P.O. BOX 8378 Rockford, IL. 61126

D. INITIAL PRESENTATION TO A GROUP IN AN INSTITUTION

- (1) If this presentation is being done by an Outreach committee, make sure to start and end on time. (Do this presentation in a committee meeting to find out how long it may take you). Take as much NA Conf. approved literature as possible, also local NA meeting lists and information.
- (2) In following our 7th Tradition to be fully self supporting, each group must make compensation for use of their meeting space. (For more information see the procedural handbook).

Introduction

This presentation today is about N.A groups. "There are many ways of doing things in Narcotics Anonymous;" and just as all of us have our own individual personalities, so will your group develop its own identity. That's the way it should be. In N.A, we encourage unity, not uniformity.

This presentation "does not attempt to say everything that could be said about operating an NA group. What you'll find here are some brief answers to a few basic questions: What is an N.A. Group? How does the work get done? What kinds of meetings can a group have? When problems arise, how are they solved?

We hope this presentation proves useful as your group seeks to fulfill its primary purpose: to carry the message to the addict who still suffers."

What is an N.A Group?

- A. An N.A Group is any meeting which meets regularly at a specific place and time, providing that it follows the Twelve Steps and the Twelve Traditions of Narcotics Anonymous. The primary purpose of an N.A. group is to carry the message of recovery to the addict who still suffers.

- B. The message of Narcotics Anonymous 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 is freedom."
- C. The advantage of forming an N.A. group is that it provides an atmosphere of recovery at a regular place and time while providing a link to the Fellowship at large. A meeting that is lacking experience, strength and hope about recovery from addiction may wish to form an NA group to draw on the experience of other recovering addicts.

Basics of an NA Meeting in an Institution

- A. Some ideas to keep in mind when requesting space to hold an N.A. meeting are:
 - 1. The meeting place should be accessible to the largest number of people possible.
 - 2. It is not recommended that N.A group meetings be held in a member's living quarters.
 - 3. Generally, N.A. meetings are held in the evening after meals; this allows time for more people to attend.
- B. It is up to each group to determine for itself what N.A Conference approved literature is appropriate for use in its meetings.
 - 1. A group may obtain N.A literature by mail through the area, region or World Service Office or through their area service committee.
- C. N.A. meetings usually last about an hour and it is important to start and end them on time.
 - 1. N.A. meetings follow a consistent opening format followed by open discussion on a recovery topic, speaker, literature discussion, 12 Step/12 Tradition study, question/answer or any combination of these.
 - 2. In keeping with an atmosphere of recovery, appropriate conduct is required.
 - 3. An N.A. meeting may be open or closed. An open meeting is for anyone who wants to attend. A closed meeting is for addicts or those who think they may have a drug problem.
- D. The group may elect trusted servants such as chairpersons for N.A. meetings, treasurer and secretary and GSR. These persons should be active group members who attend consistently and are willing to serve their N.A. group. These leaders are but trusted servants; they do not govern.
- E. Setting up chairs, putting out literature, making coffee and cleaning up after the meeting these are simple things that N.A. groups do to host their meetings. By dividing the work, the group ensures that the group as a whole is self supporting and that the groups' burdens don't settle unevenly on the shoulders of just one or two individuals.
- F. To facilitate communications and unity, to receive correspondence from the N.A fellowship and to better serve N.A as a whole, groups should register with the United States Service Committee of Narcotics Anonymous. To become a part of the N.A. service structure, a group may mail a completed group registration form to the USSC.

- G. The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Other items of business may include election of group trusted servants or concerns of group members such as: Are newcomers being made welcome?
1. What can we do to make meetings more accessible to more addicts?
 2. Would a change in the format strengthen the recovery atmosphere?
 3. Are the group's funds being used wisely?

Overview of Fellowship Principles:

I. The Twelve Steps

The Twelve Steps of N.A. are the basis of our recovery program. They are a set of written principles, spiritual in nature, which, when they are practiced, simplify our daily lives. The most important thing about them is that they work. This is our shared experience.

(See Chapter Four of N.A.'s Basic Text).

II. The Twelve Traditions of Narcotics Anonymous

The Twelve Traditions of N.A. "are the guidelines that keep our fellowship alive and free". By following these guidelines in our dealings with others, we avoid many problems. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work."

(See Chapter Six of N.A.'s Basic Text)

III. The Twelve Concepts for NA Service

The 12 Concepts for NA service are intended to be practically applied to our service structure at every level. The spiritual ideals of our Steps and Traditions provide the basis for these concepts which are tailored to the specific needs of our fellowships service structure. The concepts encourage our groups to more readily achieve our Traditions ideals and our service structure to function effectively and responsibly. These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts.

This will end this part of the presentation. It is appropriate now to have a time for questions and answers and general comments.

E. FOLLOW-UP PRESENTATION TO AN INSTITUTIONAL GROUP

OUTLINE FOR FOLLOW UP PRESENTATION SERVICE REPRESENTATION FOCUS

Note: The follow up presentation needs to be done no longer than 30 – 90 days after the initial presentation. As in the first presentation, bring any Conference approved literature and local information you can, and start and end on time.

NA groups are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly affect them and what they do in their meetings as well as those that fundamentally affect the identity of Narcotics Anonymous. For instance, new N.A literature can be approved by United States Service Conference only after they receive direction from the groups they represent.

The groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the group's behalf in the NA service structure. But-the benefits are not only for the group in service, for many, it is an integral part of the members' recovery. We need to give encouragement and guidance from the beginning to our representative so we can be sure the needs of the group and individuals are being met.

We've very briefly outlined the who, what and whys of group service above.

Now we need to discuss the following subjects on how to better serve in Narcotics Anonymous

- A. The purpose and responsibility of an NA group.
- B. The importance of rotation of trusted servants
- C. A group business meeting format.
- D. Speaker selection and appropriate topics can be emphasized.
- E. Where to turn for help when issues arise --- such as literature or other group issues - -- when the collective experience of the fellowship can give input.
- F. The importance of staying in contact with our service structure for guidance.
- G. The group conscience would be addressed with mention and reference to our Sixth Concept of Service. "Group Conscience is the spiritual means by which we invite a loving God to influence our decisions."
- H. Ask if the group is getting ASC minutes and if they have any questions about them they are not getting them, make addresses available to make contact.
- I. Being mindful of the facility's rules, review whatever way the group is able to participate in our fellowship service structure and answer questions on how it's going. Be sure to cover group conscience votes at the ASC, CAR participation and subcommittee support.
- J. Also ask if they are pleased with services provided to them from our fellowship, especially literature shipments and receipts of reports (Conference Digest, News line, Reaching Out, etc).

K. Review "The Group Booklet" especially the sections:

- a. What officers does a group need?
- b. What responsibilities does an N.A group have?
- c. How can our group support other N.A services?
- d. How can our group better serve the community?
- e. How can our group solve its problems?

*Additional information can be obtained from the USSC and your local outreach committee. This ends the second presentation. It is appropriate now to have a time for questions, answers and comments.

CHAPTER EIGHT

OUTREACH OBSTACLES

A. INTRODUCTION

What are some of the obstacles we face in our efforts to do Outreach? How can we attempt to deal with them? Some of the most obvious obstacles are those having to do with geographical location and travel distance. Moreover, in some parts of the Fellowship, even the weather can be an obstacle, as can be the time and money required for trusted servants to travel. In addition, there can be some obstacles which are not so obvious such as cultural and/or language barriers, legal restrictions and even lack of understanding and support from the Fellowship. All too often, the obstacles encountered are the reason for the isolation which the Outreach effort seeks to overcome.

B. GEOGRAPHICAL OBSTACLES

Geographical distance is probably the most common obstacle to all Outreach efforts. Dealing with this obstacle usually requires funding. Traveling to an isolated group or newly formed service committee, for instance, cannot be achieved without gas money. (This can even become an obstacle in itself: especially when vehicles and gas money are in short supply) In addition to actual travel expenses, there might also be some long distance telephone charges incurred in setting up an "outreach trip" to an isolated group or committee. Communicating with the group or committee ahead of time can help in preparing an agenda, finding a suitable location for workshops, and in arranging potential overnight accommodations for the members doing the Outreach.

Along with these obstacles, some parts of the Fellowship have to plan their outreach activities around the weather seasons. Planning outreach trips during the winter months, for instance, can lead to additional problems with having to cancel workshops due to snow storms or poor road conditions.

C. CULTURAL & SOCIAL BARRIERS

What are cultural/social barriers? Sometimes the part of the Fellowship that the outreach is intended to assist will have been isolated for so long that many of their local members will have an attitude of resistance to anything different and new. Perception of the outreach members as "outsiders" may exist even though the local members of the isolated group or committee do want help. It is important to not be perceived as the "experts" from NA Central. The fact that addicts seek recovery in spite of isolation is testimony to both the members' willingness and the universality of our NA program. We all have an equal opportunity disease that makes no distinction of race, ethnic origins, religious background, sexual identity etc. While our program asks only for a desire to stop using, our fellowship makes no other distinctions. It is not easy visiting what may at first seem like uncomfortable surroundings.

One of the most workable solutions to this situation may be to begin the outreach visit with an NA recovery meeting. This can go a long way toward making everyone feel more comfortable by reminding all of those involved that we are all addicts seeking recovery.

D. LANGUAGE ISSUES

If there is a language barrier then, it is wise to bring an outreach member (or two) that can speak the language fluently. While translations are an important part of carrying our message and explaining both our program and Fellowship, language need not be an issue affecting a friendly visit. Often a simple request for language assistance will find a volunteer in the group willing to translate or explain to the best of their ability. The important thing to remember is to KEEP IT SIMPLE. Do not expect to have long, extended conversations with big words. Choice of words is important and use of slang should be avoided. Slang terms are often very localized and may not have the same or any meaning in another community or culture. The best time to talk to members is after the meeting or during a break. Experience has shown that offering free advice often leaves a bad impression. It is more important to make a follow-up visit than to explain too much in any one visit.

E. LEGAL RESTRICTIONS

If the Outreach is being done for an isolated group inside an institution, then clearances and other arrangements will be made ahead of time.

F. OTHER "OBSTACLES"

Another obstacle that outreach committees may be faced with is resistance to "outreach" work as a form of service. This comes most often from members of the "home" ASC/RSC. After all, not every NA member understands what outreach is. However, the solution to this obstacle can be found through a workshop put on by the Outreach committee for those members who don't understand. In this way, we can better educate our own members to the need for outreach services and to what or services outreach committees can provide for our Fellowship. Members are more comfortable when we explain that Outreach is a service committee approach to do much of what has been done before. With an Outreach committee in place, this work gets done with less focus on individual personalities or politics. In Outreach, we work hard so that there is consistency, stability, increased participation and unity.

Simple service materials are an ongoing need in any local fellowship. It is not unusual to find homemade service and format materials buried in a group box or filed away at a members' home. While locally produced materials are often more detailed and explanatory than NA approved descriptions, it is important for Outreach to only provide materials which do not contradict fellowship materials. Having said this, it is meaningful to leave behind some materials when visiting an isolated group. Maintaining communication with other Outreach committees, especially the USSC Outreach Committee is an important part in obtaining these useful materials.

G. FOLLOW-UP

Ongoing communication and follow-up visits are events worthy of sharing about to the isolated

group or community. Letters and telephone calls can be a committee project or the result of a new friendship. Follow-up visits should include some of the same outreach members that were involved in the initial contact trip if possible. This can save a lot of repetition and "back-tracking" between the outreach members and the local fellowship receiving the outreach services. The important thing is to FOLLOW-UP. Having made the initial contact, do not leave them totally isolated again.

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Appendix

Addiction - The obsession and compulsion to use drugs

Addicts On Asphalt - Organized road trips to visit isolated members and groups. Also see Nomadic Addicts and Car-a-van.

Area - An area is made up of groups within a designated border
ASC - An area service committee meets regularly for the express purpose of serving the specific needs of its member groups.

B.O.D. - Board of Directors

Book Study - A meeting format where the topic is a reading from an NA approved book. Usually this term refers to chapter by chapter reading from the Basic Text.

Car-a-van - Organized road trips to visit isolated members and groups.

Clean - Complete abstinence from all drugs

Closed Meeting - N.A meeting for recovering addicts only; closed to non -addicts

Concepts - The Twelve Concepts of Narcotics Anonymous, guiding principles for the N.A, Service Structure

Conference - The United States Service Conference of Narcotics Anonymous

(CAR) - The USSC Conference Agenda Report

Directory - A listing of local Narcotics Anonymous meetings

Disease of Addiction - A physical, mental, spiritual and progressive disease as a result of addiction to drugs

Fellowship - All the members of Narcotics Anonymous

Fifth & Tenth Step Format - A meeting format based upon personal inventory and reflection on working the spiritual principles of this program in one's life.

Group - The first line of communication between N.A. members and Narcotics Anonymous as a whole. Usually a group is a meeting that occurs at a regular time and place.

Group Business Meeting - Monthly or as needed, Groups have a business session to pay rent, decide on purchases (literature, coffee), and discuss issues. It is recommended that Group Business Meetings not occur during the regular recovery meeting.

G.S.R - Group service representative

G.S.R. Alt. - GSR in training; helps fill needs of the group in the absence of the GSR (alternate to GSR)

Guardian Committee - members of Narcotics Anonymous who serve to be an advisor to the Traditions.

H & I - Hospitals and Institutions

Home Group - A specific NA group the member has made a commitment to attend and participate in. There is one place called "home" and members generally have one Home Group.

IP - Information Pamphlet, NA pamphlets published by the World Service Office

Literature - NA publications and products.

Literature Study - A meeting format where the topic is a reading from NA literature.

Literature Studies usually include NA Information Pamphlets and booklets.

Meeting - Two or more addicts meeting together for the purpose of recovery from addiction to drugs and follow the spiritual principles of N.A

Meeting List - See directory

Member - Anyone who has the desire to stop using drugs and says they are a member of N.A

N.A Way- A monthly magazine published by the World Service Office

Nomadic Addicts - Organized road trips to visit isolated members and groups. Also see Addicts On Asphalt and Car-a-van

Open Meeting - An N.A. Meeting that is open to anyone who wishes to attend

Outreach - Overcoming isolation across distances, in institutions and communities.

P.I. - Public Information

Phone Line Directory - A list of all known N.A. help lines/hotline available from the World Service Office

Program - The Twelve Steps of Narcotics Anonymous

RCM - Regional Committee Member

RCM Alt - RCM in training helps fulfill needs of the area in the absence of the RCM

Reaching Out - A quarterly newsletter for N.A members in hospitals and institutions and H&I committees; available through the World Service Office.

Recovery - Complete and continuous abstinence from all drugs and applying the spiritual principles of N.A. in one's life

Region - Areas throughout a designated border that meet together to better serve the addicts within their member areas and groups

RD - Regional Delegate

RD Alt. - RD in training; helps fulfill the needs of the region in the absence of the RD

Relapse - A return to using drugs after a period of abstinence

Speaker Meeting - An N.A. meeting in which a member of Narcotics Anonymous shares his or her recovery experience, strength and hope

Sponsor - Another member of N.A. Who helps guide us through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Men sponsor men, and women sponsor women is recommended

Step Study - Or step meeting; a format in which the topic of the meeting is one of the Twelve Steps of Narcotics Anonymous

Steps - The Twelve Steps of Narcotics Anonymous, spiritual program for personal recovery from addiction to drugs

Text Study - A meeting format where the topic is a reading from the Basic Text. Each meeting a chapter or section is read and discussed.

Traditions - The Twelve Traditions of Narcotics Anonymous, spiritual principles that help maintain unity

USSCNA - Service Guide

USSC - United States Service Committee

USSCNA - United States Service Conference of Narcotics Anonymous

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Addendum B

Available Resources

Outreach subcommittees have many resources to draw upon and use in their efforts.

Following is a short list of available resources.

- Local Service Committees
- Group Booklet
- The Group, I.P. #2
- The Loner, I.P. #21
- Group Treasurers Handbook
- The Basic Text of Narcotics Anonymous
- It Works: How and Why
- Hospitals & Institutions Handbook
- Outreach Handbook
- A Guide to Public Information
- USSCNA Service Guide
- Twelve Traditions of Narcotics Anonymous
- Twelve Concepts of NA Service
- Outreach Bulletins (list available from USSC)
- USSC Outreach Committee

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Addendum C

OUTREACH WORKSHOP PRESENTATION GUIDE TO NA

Outreach Service Bulletin #2

Introduction

This bulletin is offered as a guide for use by any member of NA to present an educational workshop on outreach. Feel free to use the material as presented here or improvise in whatever way suits the needs or circumstances in your location. We recommend using several different presenters, one for each subtopic. Some presentations of this material have questions and answers with each topic, and some wait until the sharing session of the workshops. The information in this bulletin is drawn from many sources and may be tailored to suit any audience.

Workshops of this type are an excellent way to introduce members to what outreach is, what it does, what it is not, and how outreach is accomplished. When conducting service workshops or learning days, efforts should be made to present an overview of NA services that is easily understood and not intimidating. The goal should be to show how members can participate and the benefits of doing so. Workshop presenters are encouraged to contact the USSC for additional information and assistance. Establishing this communication early will be of great benefit to anyone interested in the topic. Information contained in our bulletin, "What is Outreach," will also be extremely helpful in conducting an outreach workshop.

General Workshop Topics:

The Idea of Outreach Between the "I"s
Three types of Outreach Functions of Outreach
Outreach to NA Groups What Outreach Is Not
Available Resources Forum/Sharing Session

The Idea of Outreach

The intent of outreach is simply to insure that any group, meeting, or addict who wishes can be linked to our service structure, receive services and participate in the NA service structure.

Some form of "outreach" exists in virtually every emerging NA community. Usually this takes the form of one or a few members with the energy to get together and travel long distances to provide support to an isolated group or institutional meeting. During the 1980's some of these spontaneous efforts pulled together and subcommittees were formed in some locations. Often, they received enthusiastic support to help improve communication, plan related activities for isolated group members, and provide direct support to isolated groups or institutional meetings. As new subcommittee members were trained, committee continuity and consistency resulted in more groups becoming involved and linked to the fellowship. Today's outreach committees draw much of their experience from these earlier efforts and continue to rely on the principle of one group of addicts helping another. It is one way our fellowship has been able to spread from

city to city and country to country. The emergence of formalized outreach committees has made possible a more systematic approach to providing these services.

Currently, some Narcotics Anonymous outreach committees exist at every level of service. Although their activities vary widely, they seem to share a few common goals. First, outreach committees assist NA groups to solve problems that may impede the group's growth and may even threaten the group's survival. These committees also help groups to enhance their ability to carry a message of recovery through greater knowledge of and exposure to the NA service structure. Finally, outreach committees help NA groups to overcome the pitfalls of isolation by encouraging increased contact with the fellowship as a whole.

The focus of outreach is within NA. From long distance travel to correspondence to getting GSRs to show up at the ASC to registering groups -- all this is within the realm of outreach.

Between the "I" s

NA outreach service is designed to complement other services, not to duplicate them. Outreach subcommittees are formed because they fill a need. Outreach service efforts can assist a broad range of isolated and institutional groups and members that sometimes fall outside the scope of NA's H&I and PI service. For example, our public information committees work with those outside NA, helping them to know what we offer to addicts seeking recovery. Our Hospitals and Institutions committees conduct panels in facilities where NA is not available otherwise, helping addicts directly to find recovery. As a result of our PI and H&I efforts, professionals, facility staff, inmates, or patients often start an NA meeting in an institution, and it can easily become isolated from services and communication with NA as a whole. To these struggling groups and isolated member, it is often outreach that rekindles the hope that "together we can."

Three Types of Outreach

For discussion purposes, we can describe three general categories of outreach service; extended, community, and institutional. Where geographical, language and cultural barriers are involved, we find extended outreach. In extended outreach the focus is on communication to help bring isolated members together or in touch with "the rest" of NA. Institutional outreach services often take the form of physical support, correspondence, newsletters, and literature mailings to NA members and groups in a facility where access is limited. Community outreach occurs in countryside, suburban and metropolitan settings where NA already exists and some form of service structure has been developed to serve local needs. The focus in a community setting is on participation; assisting groups in need of support, getting GSRs to area meetings, and registering groups.

Around our fellowship there are many examples of each of the three main types of outreach. Contact information and some resource material from many of these locations can be obtained from the USSC Outreach Subcommittee.

Functions of Outreach Subcommittees

In some places outreach services are conducted at the regional or national level. Elsewhere, area subcommittees do the actual work, with a regional subcommittee serving to coordinate,

train, and provide a problem solving forum. Regardless of the structure, each outreach subcommittee appears to perform tasks directly related to the needs of their service territory and the resources available. Following is a list of some of the functions different outreach subcommittees are performing. Few committees provide all these services, but many of them are functions of most outreach subcommittees.

- * Provide a direct line of communication to isolated members and groups, in and out of institutions.
- * Presents or take part in activities designed to bring isolated members and groups together with each other and the NA community.
- * Conduct workshops on group level service, provide orientation sessions for GSRs, and develop GSR information packets.
- * Facilitating, encouraging and improving GSR attendance at area meetings
- * Assisting groups in need of support and group trusted servants
- * Helping to register groups with service committees and the USSC
- * Compiling or advising in the compilation of meeting schedules
- * Developing or maintaining an informative map of service boundaries
- * Encouraging members to be involved in NA service
- * Helping members and groups to learn about ordering literature and receiving NA publications
- * Facilitating the development and availability of simplified service materials
- * Help groups to provide for members with additional needs

Outreach to NA Groups

To the greatest extent possible we work in teams, not alone. Two or more people visiting a struggling group can offer support during the meeting, provide information and offer suggestions in conversation with group trusted servants. Answering questions about the purpose and functions of the area and its subcommittees are often beneficial during these visits.

Assisting new groups to obtain starter materials and register with their service committees and the WSO helps them to establish communication with other NA groups in their area or region. In some places, outreach subcommittees provide a “wake-up” call a couple of days prior to the ASC to groups that haven’t attended in a while. Another service often performed by area outreach subcommittees is to provide brief training and orientation sessions for new GSRs, often done in a quick seminar format 30 minutes before an ASC meeting. The improved participation and communication that results from GSRs that know their job and how their committee works; usually helps build area unity and stability.

What Outreach Is Not

It is important to remember that the focus of outreach activities is to assist groups to sustain themselves. Outreach is not intended to be a committee that starts new meetings. For outreach committee members to become tied down supporting one meeting every week would be unfair to the area and a disservice to the group. Committee members can assist the NA members who start meetings by temporarily attending, education, starter kits, announcements, and registration.

Successful outreach committees have avoided creating a structure that fosters dependency or sets up an additional barrier to groups having direct contact with the rest of the fellowship's service structure.

It is important for outreach members not to 'judge' groups in how they conduct their meetings. Outreach has sometimes, mistakenly, been perceived as an NA "police department" that presents groups with citations for traditions violations, or a "swat team" that attends meetings for the purpose of telling a group what to do. Outreach committees need to remain clear that they are trying to help the group and their mission is not to promote or enforce uniform understandings of traditions, service concepts or proper NA language. Committee members so inclined should be encouraged to trust that isolated group members will develop their own understanding of NA's principles through increased contact with NA as a whole.

Another pitfall to avoid is identifying with any political factions. Outreach is about group service and must avoid being perceived as taking sides in local controversies. It is important in outreach visits to respect each group's autonomy. The integrity of the outreach subcommittee depends on its ability to provide unbiased, accurate information and then step aside and let the group decide. This is particularly true when an area grows to a point where dividing into more than one area is being considered. The role of outreach in this situation is simply to strengthen groups and develop ASC unity. Outreach should support whatever process the ASC chooses to guide its future and encourage the groups to make their own choices on issues.

For these reasons, outreach subcommittees usually spend significant time discussing how to introduce themselves and clarify their function so as to avoid leaving any group feeling threatened. Outreach may visit, offer suggestions, gather information and even make recommendations. It is the responsibility of the local NA members, groups, and the service committee to address issues.

Available Resources

Outreach subcommittees have many resources to draw upon and use in their efforts. Following is a short list of available resources:

Local service committees

- Group Booklet
- Group Information Pamphlet (IP #2)
- Group Treasurers Handbook
- Outreach Bulletins (list available from USSC)
- USSC Outreach Subcommittee

Open Forum/Sharing Session

The floor should be opened to answer any questions and encourage discussion about outreach. This is also a good time to elaborate on any topics of interest and encourage participants to share about the personal rewards of outreach service.

Addendum D

Area Outreach Subcommittee Guideline

(Sample)

I. Basic Purpose and Goals of the Committee

The purpose of this subcommittee is to reach out to the isolated or struggling groups within our area and to act as a communication link between that group and the Area Service Committee (ASC). The goals of these efforts are intended to provide support and assist groups to learn how to help themselves.

II. Function of the Committee

The function of this subcommittee can include many activities. Some of these activities can include:

- A. Attending groups not represented at ASC and share the importance of group involvement in the Area,
- B. Passing on information about the NA service structure,
- C. Provide GSR orientations,
- D. Helping addicts to start new meetings.
- E. Serving as a communication link and liaison to institutional isolated groups.
- F. Encouraging groups to make announcements and fliers, and provide information about new meetings and meetings needing support to more established groups.
- G. Networking with various subcommittees in the area for the purpose of providing and needing support.
- H. Loaning new groups a variety of Group Starter Kits, NA Literature, etc. (contents to be approved by the area).
- I. Helping groups provide for members with additional needs.
- J. Encouraging groups to register with the ASC, RSC, and USSC. Informing groups as to how they may become included in meeting lists.
- K. Conducting Learning Days and Workshops on group related topics.
- L. Performing any other activities that benefit the Outreach efforts in the Area.
- M. Bringing unity and a message to groups: You are not alone.

III. Subcommittee Membership

Any member of Narcotics Anonymous may attend the subcommittee meetings and become a member of this subcommittee. The Area Outreach subcommittee encourages member support. A subcommittee member travels to the groups as a representative of the Outreach Committee and/or the ASC. An acting "subcommittee representative" shall have six months suggested clean time. It is suggested that "subcommittee representatives" never work alone.

A. Chairperson

1. Is elected by the group conscience of the ASC as per its guidelines.
Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedures.
3. Prepares a report for each ASC meeting and makes all motions on behalf of and is the voice of the Outreach subcommittee at the ASC.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area's Groups.
6. Attends or sends a representative to Regional Outreach subcommittee meeting once a month.
7. Prepares a budget with the subcommittee to be submitted for the approval of the ASC for each upcoming period as outlined in the ASC guidelines.
8. If necessary, may be removed by the ASC as outlined in its guidelines.

B. Vice Chairperson

1. Is elected by the Outreach subcommittee. Requirements for this position are:
 - a) Six months continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Must attend all meetings of the subcommittee. Attendance at the ASC is encouraged.
3. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
4. Performs the duties of the chairperson in his/her absence.
5. If necessary, may be removed by two-thirds vote of this subcommittee.

C. Secretary

1. Is elected by the Outreach subcommittee Requirements for this position is:
 - a) Six months continuous clean time
 - b) Willingness to commit to the position for one year.
 - c) Must have a working knowledge of the Twelve Traditions
2. Must keep an accurate set of minutes of all Outreach subcommittee meetings and learning sessions.
3. Coordinates and keeps records, files and archives of this subcommittee.
4. Keeps an updated list of all active members of the Outreach subcommittee.
5. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee.
6. If necessary, may be removed by a two-thirds vote of the subcommittee.

D. Members (Subcommittee Representatives)

1. Have a working knowledge of the Twelve Traditions and carry the message of Narcotics Anonymous.
2. As with any service in our Fellowship, never work alone. The ideal situation is to have another subcommittee member with you.
3. Be positive and supportive of the Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

E. Voting

- 1 Members must attend three (3) consecutive meetings of the area Outreach subcommittee to become a voting member. Absence of the three (3) consecutive meetings results in the loss of voting privileges.

We have found that regular participation at subcommittee meetings allows experienced members to make informed decisions. Each area can establish requirements for voting privileges.

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Addendum E

Regional Outreach Subcommittee Guideline

(Sample)

I. Basic Purpose and Goals of the Committee

The RSC Outreach subcommittee serves the needs of all Areas within the Region by coordinating Area Outreach Subcommittees and conducting activities that develop and strengthen outreach efforts within the region and the Fellowship.

II. Function of the Committee

The function of this subcommittee can include many activities. Some of these activities can include:

- A. Provides a forum or pooling place for Area Outreach subcommittees to share their experience, strength and hope.
- B. Conduct workshops to address and/or work on problems the member Areas are experiencing or to discuss new methods of Outreach work.
- C. Develop and maintain an Outreach Workshop and other Outreach resource materials necessary to better carry the message.
- D. Coordinate with other Regional subcommittees on matters related to outreach.
- E. Maintain communication with related USSC Committees. Communication flows both ways between the Area and National level through the Regional Subcommittee.
- F. Maintain communication with the USSC (Group registration) as needed.
- G. Maintains Regional Map showing constituent Area boundaries.
- H. Performs any other activities that benefit the Outreach efforts in the Region.

III. Subcommittee Membership

Membership on the Regional Outreach Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, and Chairpersons of Area Outreach Subcommittees of their designated representative as well as any member of the Fellowship who wishes to better carry the message through Outreach.

A. Chairperson

1. Is elected by the group conscience of the RSC as per its guidelines.
Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedures.

3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the Outreach Subcommittee at the RSC.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the Area Outreach Subcommittee; the RSC and the USSC maintains communications with all related committees.
6. Attends or sends a representative to Regional Committee meeting once a month.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for each upcoming period as outlined in the RSC guidelines.
8. If necessary, may be removed by the RSC as outlined in its guidelines.

B. Vice Chairperson

1. Is elected by the Outreach subcommittee. Requirements for this position are:
 - a) One year continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have at least six months experience in Outreach work
2. Must attend all meetings of the subcommittee. Attendance at the RSC is encouraged.
3. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee
4. Performs the duties of the chairperson in his/her absence
5. If necessary, may be removed by two-thirds vote of the subcommittee

C. Secretary

1. Is elected by the Outreach subcommittee. Requirements of this position are:
 - a) Six months continuous clean time
 - b) Willingness to commit to the position for one year
 - c) Must have a working knowledge of the Twelve Traditions
 - d) Must possess a certain amount of clerical skills
2. Must keep an accurate set of minutes of all Outreach subcommittee meetings and learning sessions.
3. Coordinates and keeps records, files, and archives of this subcommittee
4. Keeps an updated list of all active members of the Outreach subcommittee.
5. Works with the chairperson to ensure the smooth operation of the Outreach subcommittee
6. If necessary, may be removed by a two-thirds vote of the subcommittee

D. Other Subcommittee Members

1. Have a working knowledge of the Twelve Traditions and carry the message of Narcotics Anonymous
2. As with any service in our Fellowship, never work alone. The ideal situation is to have another subcommittee member with you.
3. Be positive and supportive of the Areas. If there is a problem, take it back to the subcommittee and ask for suggestions:

E. Voting

1. Members must attend three (3) consecutive meetings of the area Outreach subcommittee to become a voting member. Absence of the three (3) consecutive meetings results in the loss of voting privileges.
2. Voting members of the Regional Outreach Subcommittee shall be the Area Outreach Subcommittee Chairperson or their designated representatives. The RSC Outreach Vice Chairperson and RSC Outreach Secretary each have one vote. The RSC Chairperson only has a vote in the event of tie. Other interested members of the Fellowship may be elected to voting membership after attending two consecutive Regional Outreach Subcommittee meetings. Other interested members elected to voting membership may vote as long as they don't miss two meetings in a row.

We have found that regular participation at subcommittee meetings allows experienced members to make informed decisions. Each area can establish requirements for voting privileges.

F. Subcommittee Meetings

Subcommittee meetings will be held on a "regular" and "special" basis. Regular meetings will be held each month at a predetermined location. Special meetings may be called by any officer of the committee to address issues as they arise according to need. All voting members must be notified at least one week prior to any special meeting.

The Vice-chairperson of the RSC is a member of this subcommittee. All subcommittee members may bring motions to the floor. Motions must be seconded by a voting member.

All members may speak to motions. Only voting members may vote on motions.

IV. Suggested Meeting Format (Agenda)

- A. Opening Prayer
- B. Read NA Twelve Traditions
- C. Read basic purpose and functions of the RSC Outreach subcommittee
- D. Secretary Report (last meeting's minutes)
- E. Administrative Committee Report (activities since last meeting)
- F. Area Reports
- G. Task and Project Reports
- H. Open Forum
- I. Old Business
- J. Elections.
- K. New Business
- L. Review of upcoming subcommittee activities and motions for the RSC
- M. Learn/Sharing Session
- N. Announcements
- O. Closing Prayer

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Addendum F

“INSTITUTIONAL GROUP GUIDE”

INTRODUCTION

This particular piece of the Outreach Handbook was initially developed by the WSC H&I Committee’s ad-hoc subcommittee on Outreach, and presented to the WSC Outreach ad-hoc at the close of the 1994 Conference. This piece was originated out of a need to identify and assist NA meetings in Hospital and Institutional settings that were not a part of and had no association with an Area or Regional H&I Committee. Although this issue had been presenting itself since the initiation of the Isolated Groups ad-hoc in 1989, and in fact was a primary reason for that initiation, it was never fully addressed. The outcome being there are still regular requests about how-to approach such meetings.

This is an addendum to the Outreach Handbook because Area and Regional Outreach Committees need to be aware of its existence. However, the true purpose of this guide is for it to be placed in the hands of addicts in institutions who are attempting to find an NA meeting, and become a fully participating group of Narcotics Anonymous. Hence, it’s the beginning of a solution to a problem that has been identified.

It is our hope that from this particular project, addicts in hospitals and institutions will be able to discuss and vote on USSCNA service issues in their Home Group, and that the Home Group will be a part of an established Area in a Region of Narcotics Anonymous. Therefore, we are requesting that this piece of service related literature be produced by the USSC as a packet of information to be sent out to those who request it, or who are deemed appropriate to receive such information.

We have chosen to call this piece the “Institutional Group Guide”. The contents of the packet would include the list of materials located in the front and back pockets of this folder, as well as the Institutional Group Guide itself.

The Institutional Group Guide is ready at this time to go to existing Area and Regional Outreach committees as well as back to USSC H&I for final review and input. Upon completion of this review process, any warranted additions, deletions or changes will be made. The final draft will be submitted to the USSCNA which will determine if the piece is to be referred back to its’ originating committee and/or to other USSC committees. However the submitted work is recommended for USSCNA approval, it shall be distributed to all USSCNA participants at least One hundred twenty days prior to the annual USSCNA meeting with notifications that it is pending USSCNA approval.

We are recommending that the above process be followed. This piece is capable of becoming approved, and is needed, as service related literature regardless of where the Outreach Handbook ends up or how long it takes for the Outreach Handbook to go through the same process. The greater majority of the Institutional Group Guide is already approved by the USSC Outreach Subcommittee. The quotes and references are included in the draft to indicate these passages and paragraphs are already parts of approved literature and not in need of any changing. In the event our service structure changes, then these passages can be changed to reflect changes made to the source material.

Thank you for your consideration and the honor to serve.

The USSC Outreach Subcommittee