

WYOMING WESTERN AREA H&I SUBCOMMITTEE INFORMATION PACKET

This information is for NA members who are involved in or who are interested in being involved in Hospital & Institutions service work in the Wyoming Western Area of NARCOTICS ANONYMOUS

This packet has been put together for NA members to have reference when doing H&I work in the Wyoming Western Area.

The Do's and Don'ts of H&I come directly from our H&I handbook. H&I handbooks can be purchased from the Area Literature.

Commitment to H&I comes from H&I literature. The clearance form information stays with the H&I committee.

Please read the following information carefully before filling out the clearance form.

Are you sure you want to commit to doing H&I service work? It is very important that we follow our guidelines carefully.

NARCOTICS ANONYMOUS name and reputation can be seriously damaged and addicts may not be able to hear our message.

If you have any questions contact the H&I committee.

W.W. A.S.C. H&I SUB-COMMITTEE GUIDELINES

PURPOSE: To establish guidelines for NA members attending H&I meetings/presentations

In state or county correctional facilities, along with local treatment centers located
In the Wyoming Western Area of NARCOTICS ANONYMOUS.

SECTION: 1 NA members involved in H&I service and those becoming involved.

- a. Practicing the 12 Steps and 12 traditions of NARCOTICS ANONYMOUS.
- b. Have an understanding of the purpose of H&I and its guidelines.
- c. Understanding and willingness to follow the H&I guidelines and facilities policies.
- d. Willing to carry a clear and consistent message of recovery in NA
- e. Understanding and willingness to follow the Do's and Don'ts of H&I.
- f. Will inform the H&I committee if a member has a relative or friend in the facility.

SECTION: 2 Wyoming State Penitentiary. All units have the same clearance requirements.

- a. Clearance for these units is done through the W.W.A.S.C. H&I committee.
- b. Men only for this facility. Active in the local NA fellowship.
- c. 2 years of total abstinence. 2 years out of the facility. 2 years off parole or probation. Felony record doesn't disqualify a person it's case by case basis.
- d. Proper clearance by the facility. Background check etc.
- e. Notify WWASC H&I committee if member has any relatives or friends in the facility.

SECTION: 3 County Correctional Facilities.

- a. Clearance for these facilities will be done through the W.W.A.S.C. H&I committee
- b. Six months total abstinence to attend. 9 months to share at meeting.
- c. Six months out of a correctional facility, active in the local NA fellowship.
- d. Proper clearance through the facility. Notify the H&I committee if on probation or parole.
- e. Notify W.W.A.S.C H&I if the member has any relatives or friends in the facility.

SECTION: 4 Treatment Facilities

- a. Clearance for these H&I meetings will be through the W.W.A.S.C H&I committee.
- b. 6 months total abstinence. Active in the local NA fellowship.

Wyoming Western Area

Attn: H&I

W.W.A.S.C H&I

P.O. BOX 445

EVANSTON , WY 82931-0445

Please read the following information carefully before making a decision to get involved in H&I service work.

PERSONAL COMMITMENT:

Commitment means many different things to many different people some of these definitions may include these samples: Duty, dedication, pledge, promise, devotion, obligation, responsibility, guarantee. The principle of commitment is one that has been taught to by the Twelve Steps of Narcotics Anonymous. Hospitals & Institutions service requires that we as individuals practice this principle faithfully. Often time an H&I presentation/meeting provides the first exposure to recovery in NA for many addicts. Our H&I panels may also be the only contact that these addicts receive with our program on a weekly or monthly basis. It is important that we realize that the suffering addict in the facilities we serve may depend on us for the only message of recovery they get. For this reason we ask that you not volunteer for an H&I meeting if you are not sure you will be able to attend. If you do volunteer make sure you fulfill your commitment. None of us has the right to cancel an H&I meeting. By making the choice to attend a panel we must realize that we may have to forgo activities that we might prefer. Living by spiritual principles does not always feel good.

CONSEQUENCES:

The consequences of choosing no to attend and fulfill our commitments are that we let down the addict who still suffers, the facilities we serve, the reputation of Narcotics Anonymous and our own personal program of recovery. Remember that the "Purpose of an H&I sub-committee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings". When we drop the ball and do not fulfill our commitment we send a complete opposite message to both the addict and the facility. This message conveyed is that NA does not care!!!! By not attending we do our personal programs great harm by living in the self-centered nature of our disease. It may take years to overcome this choice.

COMMITMENT TO THE LANGUAGE OF RECOVERY:

Commitment to the language of recovery in our meetings is also an important issue. In order to remain consistent with our Twelve Traditions and insure the message we carry is a clear consistent message of recovery in NA, we refer to ourselves simply as Addicts, not drug addicts, not addicts and alcoholics, not dually addicted, not junkies, or dope fiends. We refer to our time in NA as clean, clean time or recovery. Not sobriety or clean and sober. Just clean, clean time, or recovery. A mixed message is a confusing message. We must be careful and try not to use profanity when sharing.

If this something that you feel that you can not do, then maybe you are not suited for H&I service work in NA.

COMMITMENT TO REPRESENT NARCOTICS ANONYMOUS:

The H&I sub-committee in our area can be a really effective tool when all help out. One of the reasons it exists is to keep an open line of communication between NA as a whole and the facilities we serve. More importantly at the sub-committee, we can share our experience, strength and hope, and help each other get through problems we may encounter in carrying the message. This allow us to grow and prosper. Without this commitment, without our members from the panel member on up attending the sub-committee meetings, the message of NA is lost and the sub-committee loses its effectiveness. All of the steps of NA include We for a big reason. So support your Area H&I Sub- committee .

DO'S AND DON'TS FOR H & I WORK

DO'S AND DON'TS FOR H & I WORK IN CORRECTIONAL FACILITIES

DO FOLLOW THE GUIDANCE FOUND IN H&I HANDBOOK.

CORRECTIONAL FACILITY RULES

- Do Attempt to get all agreements in writing.
- Do Clarify the rules with whomever you bring into the facility.
- Do Adhere to the security regulations at all times.
- Do Arrive early to satisfy security requirements.
- Do Keep staff informed of your whereabouts.
- Do Obey the dress code, exercise common sense.

PANEL LEADERS AND MEMBERS

- Do screen all panel members, speakers, and chairperson (s).
- Do Always clear a member who is on parole/probation with the facility and parole/probation officer.
- Do Adhere to clean time requirements of the correctional facility and of the H&I committee.
- Do Ensure that a clear NA message of recovery is carried by all panel members.
- Do Choose panel members and speakers according to H&I guidelines.

LITERATURE

- Do Provide NA literature for correctional facilities meetings.
- Do Make directories of outside meetings available to the inmates.
- Do Use NA literature recommended for H&I work and stamp all literature with the local phone number.
- Do Provide facilities with literature order forms and encourage them to supply their own literature.

CORRECTIONAL FACILITY MEETINGS

- Do Start and end on time Do Explain briefly in the meeting format what H&I is.
- Do State that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts regardless of drug (s) used.
- Do Explain the language we use (addict, clean, recovery, clean time) and why we us it (Step 1 & 6th Tradition)

INMATES MEETING PARTICIPATION

- Do Involve inmates with the meeting, especially in long term facilities (readings etc.)
- Do Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

PANEL LEADERS AND MEMBERS

- Don't Allow a member who has outstanding warrants to participate in a correctional facility meeting.
- Don't Bring any contraband items or weapons into the facility.
- Don't Take messages or carry letters in or out of the correctional facility.
- Don't Show favoritism to any inmate.
- Don't Bring an NA member who has friends and or family in the correctional facility.
- Don't Wear flashy jewelry and don't carry excessive cash.
- Don't Use excessive profanity.
- Don't Attend H&I facility meetings alone.

FACILITIES GUIDELINES

- Don't Debate any issues involving the correctional facility's rules regulations, programs, other Fellowships with the inmates and staff.
- Don't Discuss conditions within the correctional facility.
- Don't Discuss correctional facility staff members with inmate (s).
- Don't Discuss inmate's with correctional facility staff members.
- Don't Sponsor inmates (s) in the correctional facility that you are attending as a H&I member.
- Don't Accept money or gifts from or give money or gifts to any inmate.

MEETING GUIDELINES Don't Give anyone within the correctional facility your address or telephone number.

- Don't Provide anyone with another NA member's address or phone number.
- Don't Bring anyone who is not supposed to be there (newcomers, friends, guests)
- Don't Ask what type of crime an inmate has been convicted of or discuss guilt or innocence.
- Don't Break another person's anonymity.
- Don't Emphasize "using days" while sharing an NA message of recovery.

TREATMENT FACILITIES RULES

- Do Attempt to get the treatment facility agreements in writing.
- Do Clarify the rules with whomever you bring into the facility.
- Do Adhere to the security regulations at all times.
- Do Arrive early to set up the meeting.
- Do Keep the staff informed of your whereabouts.
- Do Obey the dress code, exercise common sense,

PANEL LEADERS AND MEMBERS

- Do Screen all panel members, speakers, and chairpersons.
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee.
- Do Ensure that a clear NA message of recovery is carried by all panel members.

LITERATURE

- Do Make directories of outside meetings available to the residents.
- Do Use the literature recommended for H&I work.
- Do Stamp all literature with the local phone number.
- Do Provide facilities with literature order forms and encourage facilities to supply its own NA literature.

TREATMENT FACILITIES MEETINGS

Do Start and end on time.

Do Explain briefly, during the meeting what H&I is. Do Clearly state that Narcotics Anonymous is separate from the treatment facility and other fellowships.

Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used.

Do Explain the language that we use(Addict, clean, recovery, clean time) and why we use it (Step 1 & 6th tradition of NA)

RESIDENTS MEETING PARTICIPATION

Do Involve residents with the meeting, especially in long term treatment facilities (readings, etc)

Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility.

Do Emphasize the importance of a NA sponsor, regular NA meeting attendance, and group commitment.

PANEL LEADERS AND MEMBERS.

Don't Bring any contraband items or weapons into the treatment facility.

Don't Take messages and carry letters in and out of the facility.

Don't Show favoritism to any resident(s).

Don't Bring an NA member who has friends and or family in the treatment facility.

Don't Wear flashy jewelry and don't carry excessive cash.

Don't Use excessive profanity.

Don't Attend H&I facilities alone.

FACILITY GUIDELINES.

Don't Debate any issue involving the treatment facility's rules, regulations, program or other fellowships with the residents or staff.

Don't Discuss conditions within the treatment facility.

Don't Discuss treatment staff members with the resident(s)

Don't Discuss residents(s) with the treatment facility staff.

Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member.

Don't Accept money or gifts from, or give gifts to any residents.

MEETING GUIDELINES Don't give anyone within the facility your address or phone number.

Don't Provide anyone with another NA member's address or phone number.

Don't Bring in anyone who is not supposed to be there friends, guests members not cleared by H&I committee.

Don't Break another person's anonymity.

Don't Emphasize "using days" while sharing an NA message of recovery

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W.W.A.S.C. H&I SUB-COMMITTEE CLEARANCE AND INFORMATION FORM.

Return this to WWASC H&I. This form stays with H&I sub-committee.

DATE FILLED OUT/UPDATED _____ / _____ / _____

Please print clearly

NAME _____ PHONE _____

MAILING ADDRESS _____

HOME GROUP & AREA _____

REFERENCES (GSR, RCM, AREA H&I CHAIRPERSON) _____

PHONE NUMBERS _____

CLEAN TIME _____

DO YOU PRACTICE THE TWELVE STEPS AND TWELVE TRADITIONS OF NA? _____

DO YOU HAVE AND USE A NA SPONSOR? _____

HOW MANY NA MEETINGS ON AVERAGE DO YOU ATTEND WEEKLY _____

DO YOU CARRY A CLEAR NA MESSAGE OF RECOVERY IN NA? _____

DO YOU UNDERSTAND OUR H&I GUIDELINES AND DO'S AND DON'TS _____

WHAT IS YOUR MOTIVE FOR DOING H&I WORK? _____ ARE

YOU WILLING TO FOLLOW OUR GUIDELINES AND THE FACILITY RULES? _____

ARE YOU WILLING TO KEEP YOUR H&I COMMITMENTS? _____

DO YOU KEEP YOUR NA COMMITMENTS? _____

ARE YOU ON PROBATION OR PAROLE? _____ FELONY RECORD _____

HOW WE DRESS AND LANGUAGE WE USE IS A REFLECTION OF THE NA PROGRAM.

DO YOU HAVE ANY PROBLEMS OR DISAGREE WITH THE DO'S AND DON'TS? PLEASE GIVE US YOUR VIEW.

This information is used to clear NA members for H&I work in the Western Wyoming Area. The WWASC H&I committee keeps this information on file.

This stays with the H&I committee. Each facility has its own rules and regulations. Each NA member will need to go through those clearance procedures.

If you have any questions please contact the H&I committee.

WWWASC H&I

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www.wyomingna.org. Attn: H&I