

# Golden Heart Area NA - Basic Hospitals & Institutions Guide

## Why is an H&I Meeting/Presentation Needed

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

## WHAT CONSTITUTES AN H&I MEETING/PRESENTATION?

1. In order to form a clear understanding of an H&I meeting/presentation, it is important to know where it fits in our service structure. Rather than being an NA group, which may be represented at the area service committee by a GSR, an H&I meeting/presentation is a service provided by that area service committee through its H&I subcommittee.
2. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way is not an H&I meeting. Where there is no existing H&I subcommittee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC.
3. H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
4. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.
5. All H&I meetings/presentations are closed to outside participation. NA members from the outside should attend the H&I meeting only when invited by the panel leader. The only people to attend H&I meetings are the panel leader, panel chair, panel member, and speaker, or anyone approved by the H&I subcommittee to go into that H&I meeting. If there is any confusion over whether or not a meeting should be an H&I meeting/presentation or a regular meeting, please contact your H&I subcommittee for assistance.

## Meeting / Presentation Format

The format of any particular H&I meeting/presentation may vary from meeting to meeting depending on the type of facility. In short term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long term facility we may encourage more participation from the residents. Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting/presentation.

## Who is Best Suited to Carry the NA Message in an H&I Meeting

In our experience, it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at one. It is not important whether or not we have been in a similar facility ourselves. Anyone with a clear and consistent Narcotics Anonymous message who is willing to share is well suited for H&I work.

## DO's AND DON'Ts FOR H&I WORK IN CORRECTIONAL FACILITIES

Do follow the guidance found in the WSC H&I Handbook. The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

### 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

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## 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 facility 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 phonenumber
- Do** Provide facilities with literature order forms and encourage them to supply their own NA literature

## Correctional Facility Meetings

- Do** Start and end on time
- Do** Explain briefly in the meeting format what H&I is
- Do** Clearly 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 that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

## Inmates Meeting Participation

- Do** Involve inmates with the meeting, especially those 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 inmates
- 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 facilities alone

## Facility Guidelines

- Don't** Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with 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 inmate(s) in the correctional facility that you are attending as an 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 telephone number
- Don't** Bring in 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