



PIKES PEAK AREA OF NARCOTICS ANONYMOUS

PR GUIDELINES

PIKES PEAK AREA SERVICE COMMITTEE

Revised: 01/22/2023

Service Prayer "God grant us the knowledge that we may act according to Your divine precepts, instill in us a sense of Your purpose, make us servants of Your will, and grant us a bond of selflessness that this truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."

Twelve Concepts of Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communication.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our Group purpose there is but one ultimate authority - a loving God as He may express Himself in our Group conscience, our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or NA, as a whole.
5. Each Group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA Group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our Service Centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

I. Business Meetings

Business meetings will be held not less than once monthly at a time and place designated by the membership. **Primary meeting is on the fourth Sunday of the month at 1:30 pm.** Meeting time and location will be publicized, and all members are encouraged to attend. No business meeting will last for more than three (3) hours, except by vote to extend the time limit by the members present.

II. Membership

- 1) Any member of Narcotics Anonymous may become a member of PR.
- 2) All members are bound to comply with the clean time requirements set forth by this committee for service eligibility. Clean time for the purpose of this subcommittee will be complete abstinence from all drugs.
- 3) In accordance with NA World Service Board Trustees Bulletin #29, H&I/PI members in drug replacement therapy/treatment cannot chair or share at an H&I/PI panel meeting or presentation. These members are welcome and encouraged to participate with the PR subcommittee.
- 4) Any member on their second consecutive subcommittee meeting and with at least ninety (90) days clean becomes a voting member.
- 5) Privileges are removed upon two (2) consecutive missed subcommittee meetings.
- 6) Each group will be eligible to have a vote through a designated group representative (GSR status is not necessary) at every monthly PR subcommittee meeting. Attendance will include group representation. The same voting criteria for members will be applied for groups..

III. Voting Proposals

We use CBDM (Consensus Based Decision Making) voting system. PR Subcommittee follows the same CBDM guidelines as the Area Service Committee guidelines. We strive to produce high quality proposals by including the voices of disagreement in the room and addressing concerns by altering the proposal.

General Guidelines

- 1) All members are decision makers except the PR Chairperson.
- 2) Consensus means that decision makers agree with the proposal and can fully support the decision moving forward. Consensus will be considered 80% of decision makers agreeing to the proposal.
- 3) It is important to understand that there is no “abstaining” from votes in CBDM. All decision makers will have one of the following positions:
 - a) **Block** - Block should be an extremely rare step taken only when a participant honestly believes that one of the NA principles, traditions or concepts is directly violated by this proposal. A participant who blocks must be able to articulate which Tradition, Concept or spiritual principal fundamental to NA is violated by this proposal.
 - b) **No** – This means the decision maker does not agree with the proposal and can not support it.
 - c) **Yes with Reservations** – This means that the decision maker does not agree with certain parts of the proposal, but ultimately can support the proposal moving forward. This is fundamentally a “YES”.
 - d) **YES** – It means you agree with the proposal, you have no reservations, and you fully support the proposal. Not stating a disagreement, remaining silent, is a YES.

Submitting Proposals

- 1) Any member may present a proposal. Voting members will not be limited.
- 2) All proposals shall be based on NA principles, Twelve Traditions or Twelve Concepts.
- 3) If the proposal goes against guidelines, it is on the proposal maker to attempt to craft a proposal that follows guidelines, or state why it is necessary to disregard guidelines.
- 4) The maker of the proposal is free to withdraw the proposal at any time.
- 5) After calling New Business, the PR Chair reads a single proposal for consideration, in its entirety, including the intent.
- 6) The floor is opened first for clarifying questions about the proposal (not a debate on the merits, but a brief session to be sure everyone understands the proposal).

Waiving guidelines or violating Traditions or Concepts

Great care should be taken to work within the spirit of the guidelines, traditions, and concepts. Our Higher Power's will for us does not rely on technicalities, or lawyers. If it is not practical, it is not spiritual.

- 1) Anyone can raise a concern that the proposal violates guidelines, traditions, or concepts. However, they must be able to clearly state how or why it violates.
- 2) If the proposal violates guidelines, traditions, or concepts, consensus must first be reached to move forward by performing the following:
 - a) Consensus must be reached that the proposal does not violate traditions or concepts.
 - b) Consensus must be reached to waive guidelines.
 - c) If consensus can not be reached in either case, the proposal can not move forward as written. The body will discuss other alternatives to achieve the intent of the proposal that satisfies guidelines or traditions and concepts.
 - d) If consensus can not be reached on alternatives that satisfy guidelines, traditions, or concepts, the proposal can not move forward.

Discussion on proposal and reaching consensus

- 1) The PR Chair will ask if anyone disagrees with the proposal. Those that disagree with the proposal will be heard. If there are more than 20% of the decision makers that disagree, the proposal can not move forward as written.
- 2) The PR Chair will ask if there are any other members with reservations on the proposal. Those with reservations or concerns will be heard.
- 3) The maker of the proposal is free to change the proposal to resolve any disagreements or reservations. However, the maker is not required to do so. If the proposal is changed, the PR Chair will read the proposal again as written and ensure all decision makers understand the modified proposal.
- 4) If fewer than 20% of decision makers disagree, the proposal has consensus. The PR Chair will state there is a consensus, and verify the body agrees the proposal has consensus.

Consensus can not be reached

- 1) All attempts will be made to come to an agreement that reaches consensus. The body can decide if discussion is constructive and moving towards consensus.
- 2) If the body agrees consensus is unlikely, then the proposal fails to reach consensus. These are the possible actions that can be taken. The PR Chair will remind the body of these possibilities:
 - a) The proposal will be placed on the next PR Subcommittee meeting agenda as "Old Business".

- b) The body can decide to form a discussion group to try to reach the intent of the proposal that overcomes the objections.
- c) If decision makers do not want to put it on next month's agenda for further discussion, and there are no ideas on how to resolve the disagreements, then the proposal fails to reach consensus.

IV. Elections

- 1) Election of officers will be held once each year in December with the officers elected to take corresponding positions beginning in January.
- 2) In the event that an elected officer (excluding the Chair) resigns from their position or is unable to fulfill their responsibilities an election will be held to fill the officer for the remainder of the position.
- 3) All officers are elected for a one (1) year term and will be eligible for a second term of one (1) year followed by two (2) years of ineligibility for that position.
- 4) The PR subcommittee elects all positions except PR Chair and Vice-Chair, who is elected by the ASC.
- 5) If the elected officer is absent for three (3) consecutive months, the PR subcommittee will consider the officer resigned.

V. Elected Positions

- 1) **PR Subcommittee:** Members of the PR subcommittee will be elected each year to fill the following positions:
 - a) Chair (elected by the ASC)
 - b) Vice Chair (elected by the ASC)
 - c) Outreach Coordinator
 - d) Secretary
- 2) **Hospitals & Institutions** Trusted Servants are:
 - a) H&I Coordinator
 - b) H&I Panel Coordinators
- 3) **Public Information** Trusted Servants are:
 - a) PI Coordinator
 - b) Phone Line Coordinator
 - c) Web Master
 - d) Schedule Coordinator

VI. Recovery Requirements

- 1) Any member of Narcotics Anonymous who wishes to participate in any PR meeting/presentation must have sufficient clean time to qualify under the requirements of the subcommittee.
- 2) The following clean time is strongly suggested by the PR committee:
 - i) PR Chair 5 years (Required by ASC Guidelines)
 - ii) PR Vice Chair 4 years (Required by ASC Guidelines)
 - iii) H&I Coordinator 3 years
 - iv) PI Coordinator 3 years
 - v) Outreach Coordinator 1 year
 - vi) Secretary 1 year

- vii) H&I Panel Coordinator 1 year
 - viii) Phonenumber Coordinator 1 year
 - ix) Web Coordinator 1 year
 - x) Schedules Coordinator 1 year
- 3) All elected trusted servants must attend regular monthly business meetings of the PR subcommittee.

VII. Removal of Trusted Servants

- 1) Relapse (automatic removal)
- 2) Voluntary resignation
- 3) Missing three (3) or more consecutive meetings without reasonable cause
- 4) Motion to remove will be conducted by CBDM.

VIII. Responsibilities and Duties.

The responsibilities of each active member of the PR subcommittee are set forth as follows:

1) PR Chairperson

It is required by ASC Guidelines that the Chair have at least Five (5) years clean, plus a minimum of one (1) year of consistent activity in H&I and PI service work. The Chair will be elected by the ASC at its annual meeting in December for a term of one (1) year, in accordance with ASC guidelines.

a) Chair responsibilities:

- i) Coordinate all H&I and PI activities.
- ii) Create regular reports to the ASC on the status of current and completed projects.
- iii) Preside at all regular, special, and general PR subcommittee meetings/presentations.
- iv) Handle all PR contacts involving policy matters and/or interpretations at the public level that pertain to PR.
- v) Oversee correspondence at the public level as well as within the committee which involves policy matters.
- vi) Create regular reports to the PR subcommittee on the status of current and completed projects.
- vii) May visit at any time any meeting/presentation at any facility for the purpose beneficial to the committee, including assistance to panel participants while still meeting facility requirements.
- viii) Ensure that all panel coordinators have adequate literature for their meetings by acting as literature distributor.
- ix) Request funds when needed that are over and above the monthly allotment from ASC.
- x) Receive the allotment of monies provided by the ASC to purchase such literature and supplies as deemed necessary by the PR subcommittee.
- xi) Assume all responsibilities for any unfilled position in PI by vacancy, resignation, or removal

2) PR Vice Chair

It is required by ASC Guidelines that the Vice Chairperson have at least four years clean time and one-year experience with PR work.

a) Vice Chair Responsibilities:

- i) In the absence of the PR Chairperson, (vacant, resignation, removal), assumes subcommittee responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- ii) Works closely with the Chairperson.
- iii) May at any time visit any meeting/presentation at any facility for any purpose beneficial to PR, including offering assistance to panels. (**NOTE:** Facility requirements must still be met.)
- iv) Attends the regular meetings of the PR subcommittee.
- v) Responsible for PR correspondence to Regional PR.
- vi) Assume all responsibilities for any unfilled position in H&I by vacancy, resignation, or removal.

3) H&I Coordinator Responsibilities

It is strongly suggested that the H&I Coordinator have at least three (3) years clean plus a minimum of one year activity in PR work

- a) Coordinator Responsibilities
 - i) Work Closely with the PR Vice Chair
 - ii) As primary point of accountability, and working with PI Coordinator, establish relationship with new H&I facilities and coordinate to set up new H&I meetings.
 - iii) Primary point of contact for all H&I facilities.
 - iv) May visit at any time any H&I meeting at any facility.
 - v) Attends regular monthly meetings of the PR subcommittee.
 - vi) In the absence of an H&I Panel Coordinator by vacancy, resignation, or removal, assume all responsibilities and duties normally carried out by the Coordinator until a new Coordinator has been elected by the PR subcommittee.
 - vii) It will be the responsibility of the H&I Coordinator to ensure that all people attending an H&I meeting fulfill the necessary requirements and that all are familiar with these guidelines and procedures.
 - viii) Maintain and share with the PR Secretary a directory of current contact information and records of communication with facilities.
 - ix) Submit an order for needed literature for their facilities to the PR Chair to be filled at the next ASC meeting.

4) PI Coordinator Duties

It is strongly suggested that the PI Coordinator have at least three (3) years clean plus a minimum of one (1) year activity of in H&I or PI work

- a) Coordinator Responsibilities:
 - i) Work Closely with the PR Chair
 - ii) Attends regular monthly meetings of the PR subcommittee.
 - iii) Responsible for coordinating PI presentations to professionals and facilities that request them.
 - iv) Assume all responsibilities for any unfilled position in PI Workgroup by vacancy, resignation, or removal.
 - v) It will be the responsibility of the PI Coordinator to ensure that all people attending a PI presentation fulfill the necessary requirements and that all are familiar with these

guidelines and procedures.

- vi) Responsible for mailing of schedules electronically (monthly)
- vii) Maintain and share with Secretary directory of current contact information and records of communication with facilities.

5) Outreach Coordinator

It is strongly suggested that the Coordinator have at least one (1) year clean and a minimum of six (6) months activity in Outreach work.

- a) Coordinator Responsibilities:
 - i) Work closely with PR chair; and
 - ii) Attend regular monthly meetings of the PR subcommittee.
 - iii) Ensure that all members attending an outreach road trip fulfill the necessary requirements and that all are familiar with these guidelines and procedures.
 - iv) Maintain and share with Secretary directory of current contact information and records of communication with meetings.

6) Secretary

It is suggested that the Secretary have at least one (1) year clean, plus a minimum of six (6) months activity in PR work

- a) Secretary responsibilities:
 - i) Attend the monthly PR subcommittee meeting.
 - ii) Keep a complete record in the form of minutes and distributes to all members of the PR subcommittee.
 - iii) Keep a complete and updated Panel Member list with names, recovery dates, email address and phone numbers of all current PR members.
 - iv) Keep a continuing roster of monthly attendance at business meetings.
 - v) Prepare correspondence as needed as well as organize a record of such correspondence.

7) H&I Panel Coordinator

It is suggested that the Panel Coordinator have at least one (1) year clean, plus a minimum of six (6) months activity in PR work.

- a. Panel Coordinator responsibilities:
 - i. Keep in close contact and work with the elected Officers and the Panel Chair for the meetings for which he/she is the coordinator.
 - ii. Meet with administrators of facilities in the interest of harmony and service.
 - iii. Attend monthly PR subcommittee meetings with a written report for the committee.
 - iv. In the event of absence, the Panel Coordinator has a responsibility to submit a written report to any committee member prior to the subcommittee meeting.
 - v. Make sure that the panels are filled with eligible participants (that meet Panel Member requirements) for scheduled meetings for which he/she is the coordinator.
 - vi. It will be the responsibility of the panel leader to ensure that all people attending an H&I meeting are familiar with all these guidelines and procedures. Keep all panel, chairs and members informed of the rules of the facility and any changes in facility rules.
 - vii. Designate a panel chair for each meeting

- viii. A reminder call will be given no less than 3 days prior to the meeting/presentation.
- ix. Is responsible for communicating literature needs to committee and maintaining literature in the facility. It is suggested that the Secretary have at least one (1) year clean, plus a minimum of six (6) months activity in PR work

IX. Phonline Coordinator Duties

- 1) Train and familiarize volunteers to handle calls in a manner consistent with the Traditions, Concepts and 12 Steps of Narcotics Anonymous.
- 2) Hold annual new Phone Line Volunteer training.
- 3) Forward all inquiries by the professional community or the media to the PR Chairperson.
- 4) Schedule adequately trained volunteers and ensure that all shifts are covered.
- 5) Call the oncoming volunteer on the Friday prior to their shift to ensure the shift will be covered the following week.
- 6) Ensure all messages have been answered before switching to new volunteer.
- 7) Switch to oncoming volunteer for the new week by Noon on Monday.
- 8) Provide volunteers with logs and other forms necessary for conducting business.
- 9) Collect all logs and forms from volunteers and present data, trends, or other pertinent information to members of the subcommittee and ASC.
- 10) Identify any problems reported on logs, forms, or from/about the volunteers and correct them, and bring them back to PR subcommittee.
- 11) Update messages so that all new meetings and schedule changes for existing meetings are reflected within 3 days of being informed.
- 12) Maintain and ensure the continuous operation of any answering device or phone service.
- 13) Maintain a list for all phonline volunteers with the following information:
 - a) An updated 12-step/ride list
 - b) PR Chairperson contact information

X. Website Coordinator Duties

- 1) Web site design experience and a working knowledge of necessary software and Internet basics.
- 2) Design and maintain, as needed, the PPANA web site.
- 3) To keep within the NA Traditions, Concepts, guidelines, and recommendations the WSO.
- 4) Provide the PR committee with a monthly report of web site activity, its functions and current status.
- 5) Communicate with the CRSC web servant to ensure that links and information relating to either site is current and accurate
- 6) Make ASC minutes available on website once received by the ASC Secretary.
- 7) Narcotics Anonymous events that are outside of the Colorado Region can be added to the PPANA website if the requesting NA event committee member or that NA Area Committee member emails the request to PPANA.

XI. Schedule Coordinator Duties

- 1) Computer skills in current word processing or desktop publishing programs.
- 2) Access to a computer and e-mail.

- 3) To update the area schedule and send updates to region and world on a monthly basis.
- 4) To arrange for printing and delivery of both H&I/PR and ASC schedules per month to the regularly scheduled ASC and PR subcommittee meeting(s).
- 5) To provide any updates to the Phonenumber coordinator and web coordinator in a timely fashion.

Section A

HOSPITALS & INSTITUTIONS (H&I)

I. Definition

The Pikes Peak Area Hospitals and Institutions (H&I) subcommittee ensures the Narcotics Anonymous message of recovery is carried into Hospitals and Institutions whose residents have restricted access to regular NA meetings.

II. Purpose

- 1) The Hospitals and Institutions workgroup initiates, coordinates and conducts all H&I meetings in the area, but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.
- 2) This workgroup seeks to follow the established guidelines and traditions of Narcotics Anonymous and also to comply with the regulations set and agreed upon with the facilities. The subcommittee believes in the concept *“To assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services.”*

III. Functions of H&I

- 1) Communication and disbursement of all information to and from all panels through their Panel Coordinator. To receive and respond to monthly reports from coordinators and elected officers.
- 2) The distribution of Narcotics Anonymous literature to the panel coordinators as agreed upon by the subcommittee.
- 3) To coordinate with PI as needed for the development of any new H&I meetings.

IV. Literature

- 1) Only Narcotics Anonymous approved literature, tapes or CDs approved by the WSO, Reaching Out and The NA Way magazines may be taken into a facility by H&I members. Literature, or any use of these other items will be distributed by the designated committee member. Meeting schedules may be taken into some facilities. However, only Conference-approved literature shall be used in H&I meetings. (i.e., Basic Text, Step Working Guide, It Works How and Why as well as IPs)

V. H&I Panel

- 1) The purpose of an H&I panel meeting is to carry the message of NA recovery to addicts who have restricted access to regular NA meetings. This is accomplished through the operation of panels which visit facilities on a regular basis.
- 2) H&I panels usually consist of the following:
 - a) Chair
 - b) One (1) to three (3) panel members
- 3) All new panel members must arrange with the H&I subcommittee to have an orientation.

- 4) It will be the responsibility of the panel leader to ensure that all people attending an H&I meeting are familiar with all these guidelines and procedures.

VI. H&I Panel Members

H&I speakers represent NA. Volunteers need to give a clear NA message. They must regularly attend NA meetings, have an NA sponsor, and work NA steps. If an NA member stops being an active member of NA, then the H&I Coordinator can take them off the schedule of rotating volunteers at the facility. If there is a conflict between a volunteer and the coordinator the issue will be brought to the PR subcommittee. For special cases of illness or other unforeseen issues, the subcommittee can vote to have an H&I speaker remain or be taken off the rotating volunteer schedule.

Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember that your actions not only reflect you, but NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA.

Must have at least six (6) months clean to participate.

- a. Panel members must go to one meeting as an observer before they are allowed to speak at any meeting.
- b. Take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the Panel Chair.
- c. Adhere to the rules of the facility wherein he/she is, in fact, a guest.
- d. Always keep in mind that he/she is seen as a representative of Narcotics Anonymous and will conduct him/herself responsibly.
- e. Read and adhere to the Introduction Packet and guidelines developed by the subcommittee.
- f. Give at least twenty-four (24) hour notice prior to the meeting if he/she is unable to attend.
- g. If a member misses two (2) consecutive scheduled panel presentations, they will be required to attend a PR subcommittee meeting before being reinstated to serve on any panel meeting/presentation.
- h. H&I panel members will be responsible for their conduct at any facility, and they will take responsibility to become familiar in advance regarding the regulations of the facilities being served.
- i. Printed instructions, which will include the foregoing, and which will be compiled and edited to fit the specific requirements of each separate facility will be furnished by the H&I subcommittee to all panel members so they will have full knowledge of their responsibilities in connection with their individual commitments.
- j. Be mindful that the H&I subcommittee exists to share the NA message - our experience, strength, and hope. H&I speakers should try to get the residents involved with the meetings/presentations through reading materials as well as through direct sharing. AT NO TIME should a personal contact be established with any resident. This means that H&I members are not to give out any personal information which includes phone numbers, addresses etc.

VII. Other Requirements

Ex-residents of a correctional institution must have proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I in order to enter a correctional facility.

The following are general rules which cover ALL personnel carrying the message through H&I meetings:

- a. It is unacceptable to bring any drugs or weapons onto the grounds of any facility or agency.
- b. It is unacceptable to give money to or take money from a resident of the facility.
- c. It is unacceptable to receive/give any gifts/articles with clients/residents within a facility.
- d. It is unacceptable to give or to take from residents any correspondence of any type while visiting a facility.
- e. It is unacceptable to discuss employment, lodging, etc. (either the promise of or securing of) with residents of facilities.
- f. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facilities and agencies where a H&I member is of service.
- g. When sharing at an H&I meeting, you are required to share a strong, clear, and concise NA message.
- h. Panel members agree to refrain from any public displays of affection during any H&I meeting.
- i. Any H&I Volunteer is automatically disqualified from further H&I activity upon relapse but may again become eligible when he/she meets clean time requirements in these guidelines. Being clean for the PR subcommittee is defined as complete abstinence from all drugs.
- j. Any member not conforming to these requirements, or who refuses to abide by the rules and regulations of the facilities and agencies where we are of service, will automatically be relieved of any PR subcommittee assignments.
- k. Any panel member who consistently (not necessarily consecutive) misses their scheduled panel meeting and/or is consistently arriving late to their commitment, may be relieved of their H&I commitment.
 - i. This includes both excused and unexcused absences.
 - ii. This will be decided by a consensus of the PR subcommittee members at a regularly scheduled PR subcommittee meeting.
 - iii. The panel member in question will be notified of the date when this process will take place, so that he/she may attend and present their side before the voting takes place.
 - iv. The panel member is required to attend a committee meeting prior to serving on another panel.
- l. No H&I meeting regularly conducted under the auspices of the PR subcommittee will be held in any facility except when directly supervised by the PR subcommittee.
- m. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in H&I panels in those facilities. This is intended to avoid possible conflict and the resulting damage to (a) the inmate or patient inside or (b) the working ability and privilege of the subcommittee to carry the message inside the facility.
- n. For these same reasons, no PR members will interfere with or use influence in any facility,

court, hospital, judge, doctor, or probation officer. Furthermore, PR members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of NA: recovery from addiction through our spiritual program. These members may participate on panels or presentations going to other facilities.

- o. Length of clean time required by each facility is to be rigidly upheld by all H&I panel members.
- p. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities or agencies and is strongly discouraged by the PR subcommittee.
- q. Any member of the PR subcommittee on parole will only be allowed to participate in or attend a H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable. However, PR members on parole are allowed to participate in other meetings.
- r. Always remember we are GUESTS of the facility or agency and therefore MUST comply with their wishes.
- s. The GUIDELINES and PROCEDURES are submitted for the guidance of the PR membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in Hospitals & Institutions. Any unusual situations that might arise should be discussed with the elected officers of PR who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss problems encountered in a meeting with the personnel of the facility in question. This is the responsibility of the Panel Coordinator. Adherence to these guidelines will minimize the confusion and misunderstanding within PR membership itself, and the facilities we serve.
- t. Failure to comply with any facilities regulations could result in the cancellation of the H&I meeting scheduled at that facility.

VIII. PPANA H&I Inmate Sponsorship Guidelines

1) Purpose.

Our goal is to provide a sponsor to work the Twelve Steps of Narcotics Anonymous to people who are incarcerated in an institution and are not able to meet potential sponsors at local NA meetings. Our interactions will only be via mail, not by telephone or e-mail. Our mission is to ensure that any addict seeking recovery through a working knowledge of the Twelve Steps of Narcotics Anonymous has the opportunity to do so even in an institution.

- a) Any inmate who thinks they have a problem with addiction may write the PPANA H&I Subcommittee with any recovery related questions or concerns at any time.
- b) All letters will be sent via the PPANA P.O. Box, with no personal last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to the sponsee. Sponsors will use first names only. "Correspondence Only" agreements (attached) with these signatures will be filed with the *PPANA H&I Subcommittee*.
- c) Sponsors from the *PPANA H&I Subcommittee* will have an individual addict assigned by the Subcommittee in order that the sponsors have qualified and that addicts of the same sex

become available. The Subcommittee will notify the new sponsors once they have been approved for the sponsorship program.

- d) THE SPONSOR MUST HAVE HAD NO PRIOR KNOWLEDGE OF THEIR ASSIGNED SPONSEE. THIS MEANS THEY SHOULD HAVE NEVER MET THE PERSON THEY WILL BE ASSIGNED FOR SPONSORSHIP AT ANYTIME DURING THEIR LIVES.
- e) After the Subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.
- f) The Coordinator then logs all incoming and outgoing letters by date, with name and facility of the inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and the sponsee.
- g) Only inmates with incarceration timelines of three months or more will be assigned a sponsor.
- h) NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS, DRAWINGS, TAPES, CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN THE SPONSOR AND THE SPONSEE.
- i) The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- j) All rules and regulations of the facility will be strictly upheld.
- k) Only women will write women, and only men will write men.
- l) H&I volunteers who participate in H&I meetings in facilities cannot write inmates at the facilities they attend.
- m) Sponsor Requirements:
 - i) Have worked at least one full set of steps and remained clean.
 - ii) Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
 - iii) Must be off parole.
 - iv) Must have no convictions in at least a year or more.
 - v) Must meet all of the requirements of the screening process.
 - vi) Must carry a clear NA message.
 - vii) Must always keep in mind that they are representing PPANA H&I Subcommittee when interacting with sponsees.
 - viii) A willingness and availability to reply to any letter within two weeks or less from the date the sponsor receives the letter is mandatory; the sponsor is responsible for reporting that he or she is no longer available to be an active member to this Subcommittee or their assigned sponsee.
 - ix) Must abide by the guidelines of not only our Subcommittee, but those of the institution, and may be asked to resign as a sponsor to an inmate if they are unable to do so at any time.
- n) We do not work the 4th and 5th steps by mail but encourage the inmate to find a person able to keep a confidence inside the prison if at all possible.

IX. PPANA H&I Anonymous Friend Guidelines

1) Purpose.

Our goal is to provide an Anonymous contact from Narcotics Anonymous to people who are

incarcerated in an institution and are not able to meet people at local NA meetings. Our interactions will only be via mail, not by telephone or e-mail. Our mission is to ensure that any addict seeking recovery through Narcotics Anonymous has the opportunity to do so even in an institution.

- a) Any inmate who thinks they have a problem with addiction may write the *PPANA H&I Subcommittee* with any recovery related questions or concerns at any time.
- b) All letters will be sent via the PPANA P.O. Box, with no personal last names, addresses, or phone numbers of the Anonymous
- c) Friend, committee members, or anyone else given to the
- d) Anonymous Friend. Anonymous Friends will use first names only. "Correspondence Only" agreements (attached) with these signatures will be filed with the *PPANA H&I Subcommittee*.
- e) Anonymous Friends from the *PPANA H&I Subcommittee* will have an individual addict assigned by the Subcommittee in order that the Anonymous Friends have qualified and that addicts of the same sex become available. The Subcommittee will notify the new Anonymous Friends once they have been approved for the sponsorship program.
- f) THE ANONYMOUS FRIEND MUST HAVE HAD NO PRIOR KNOWLEDGE OF THEIR ASSIGNED INMATE. THIS MEANS THEY SHOULD HAVE NEVER MET THE PERSON THEY WILL BE ASSIGNED FOR TO AT ANYTIME DURING THEIR LIVES.
- g) All letters from the Anonymous Friend to the inmate will be approved by the committee before being sent to the inmate.
- h) The Coordinator then logs all incoming and outgoing letters by date, with name and facility of the inmate, Anonymous Friend, and phone number so we may make inquiries of the status between the Anonymous Friend and the inmate.
- i) Only inmates with incarceration timelines of three months or more will be assigned an Anonymous Friend.
- j) NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS, DRAWINGS, TAPES, CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN THE ANONYMOUS FRIEND AND THE INMATE.
- k) The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- l) All rules and regulations of the facility will be strictly upheld.
- m) Only women will write women, and only men will write men.
- n) H&I volunteers who participate in H&I meetings in facilities cannot write inmates at the facilities they attend.
- o) Anonymous Friend requirements:
 - i) Have one year clean.
 - ii) Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
 - iii) Must be off parole.
 - iv) Must have no convictions in at least a year or more.
 - v) Must meet all of the requirements of the screening process.
 - vi) Must carry a clear NA message.
 - vii) Must always keep in mind that they are representing PPANA H&I Subcommittee when

- interacting with sponsees.
- viii) A willingness and availability to reply to any letter within two weeks or less from the date the Anonymous Friend receives the letter is mandatory; the Anonymous Friend is responsible to report that he/she is no longer available to be an active member to this Subcommittee or their assigned inmate.
 - ix) Must abide by the guidelines of not only our Subcommittee, but those of the institution, and may be asked to resign as an Anonymous Friend to an inmate if they are unable to do so at any time.

Section B

Public Information (PI)

I. Purpose

The purpose of PI is to inform the public that Narcotics Anonymous exists. NA offers recovery from addiction and information about how and where to find us. All activities directed to that end will be carried out in accordance with the Twelve Traditions and Twelve concepts of Narcotics Anonymous.

II. Functions and Responsibilities of PI

- 1) To keep open and maintain communication between:
 - a) Area Service Committee and Groups
 - b) NA and the Public in the Pikes Peak Area
 - c) Pikes Peak Area and Colorado Region
 - d) Pikes Peak Area, the Colorado Region, WSO & WSC
- 2) To respond to all the requests for information in a timely and effective manner, making sure the appropriate level of service handles those requests.
- 3) To provide, if requested, workshops for the fellowship to introduce purpose, function and awareness of PI and NA. This would be accomplished through a panel made up of Area, Regional, WSC PI committee members and all available resources.
- 4) Work in cooperation with all other subcommittees.
- 5) Meet regularly.
- 6) Maintain and publish all Area Meeting Lists.
- 7) Carry out the purpose and be directly responsible to the Pikes Peak ASC and the fellowship at large.

III. Phonline Volunteer (not a trusted servant position at the PR subcommittee level)

- 1) 1 year clean.
- 2) Willingness to carry a clear and concise Narcotics Anonymous message.
- 3) Attend Phonline Training.
- 4) Adherence to rules and responsibilities in the Orientation Packet

IV. Requirements for Presenters at PI Presentations

- 1) A lead presenter will be selected by the chair or PI Coordinator for each presentation. It will be their responsibility to gather information and materials prior to the presentation.
- 2) Participants must go on two (2) presentations as an observer before they are allowed to speak or present at ANY presentation. Attendance at a mock presentation shall count as one (1) presentation.
- 3) No one under two (2) years clean is to lead a presentation, regardless of situation.
- 4) Under NO CIRCUMSTANCES is anyone to do a presentation alone.
- 5) PI Coordinator handles and maintains all PR Presentation Materials.
- 6) A presentation format is selected prior to the presentation with assignments agreed upon by all

presenters.

- 7) The format is to be printed legibly, distributed to those attending, reviewed, and discussed prior to the Presentation. The Committee has available formats to be followed that are geared to specific audiences.

V. Contingency Plan

1) Chain of Communication:

- a) Requests for Information can come through our Help Line, Website or are referred by our H&I Subcommittee.
- b) Requests can also be made while presenting in public.
- c) All inquiries must go through the PR Sub Committee as a whole or through the PR Chair.
- d) Any inquiries from the Public or within NA must be responded to with a phone call within 48 Hours or receipt.

2) Presentations:

- a) Requests
 - i) Requests for Presentations should be discussed in advance at the Public Relations meeting.
 - ii) The committee can and will decline requests to do presentations if our Traditions and or Concepts are in jeopardy.
- b) Deciding how the Committee should go about approaching the presentation.
 - i) If Committee cannot commit to a presentation with enough experienced members, it is the responsibility of the PR Chair, PI Coordinator or Secretary to reschedule, ask for Regional or neighboring PR support or decline the request.
 - ii) If the Presentation cannot be announced at the monthly subcommittee meeting, the PR Chair, PI Coordinator, or Secretary is responsible to call (via phone) the entire committee for suggestion and support.

3) Media Contact:

a) Contacts from Media:

- i) It is essential that all members know what procedures are to be followed when the PR Committee or any member of Narcotics Anonymous is contacted by any type of media entity. This contingency plan will outline how such contacts are to be managed throughout the PPANA.
 - (1) These are the questions you need to ask to better facilitate the request:
 - (a) What audience level is the exposure likely to cover? Local, Regional or National?
 - (b) What is the intended audience? Children, teenagers, adult, or seniors?
 - (c) What is the scheduled deadline for the information you want? Is it 48 hours or less, 48 hours to 1 week, 1 week or more?
 - (2) Any NA member receiving a request for information from a media contact must immediately call the PR Chairperson. Upon gaining the necessary information, the Area PR Chair or Area Chairperson must decide whether the media request is to be handled by the Area, Region, or World. (Refer to section 2).
 - (3) The individual responsible should then respond to the media contacts as soon as possible, preferably within the workday or within an eight-hour period. More

information can be found in the PR Handbook.

- (4) It is always advisable to contact the World Service Office PI coordinator to discuss any media requests which may result in crews and/or TV interviews with addicts.

b) **Examples of Public Relations requests and designated responses:**

- i) This contingency plan is set up to allow for proper response to a public relations request in the PPANA. All Area Executive Officers, RCMs, Area PR Chairperson, and Phonenumber Coordinator should have a copy of this plan. This section of the area contingency plan deals with these four types of situations:
 - (1) Requests from print or broadcast news entities.
 - (2) Requests made that are county wide.
 - (3) Requests made to areas where no PR Subcommittee is established.
 - (4) Requests for help from established Area PR Subcommittees.
- ii) When one of these four situations arises, either the PR Subcommittee Chairperson or the ASC Chairperson should contact the appropriate trusted servant.
 - (1) ASC Chairperson
 - (2) RSC Chairperson
 - (3) RSC PI Chairperson
 - (4) Area RCMs
 - (5) Area PR Chairperson
 - (6) World Service Office PI Coordinator (optional, depends on situation)
- iii) The Area PR Subcommittee Chairperson (or the ASC Chairperson) and the RSC PI Subcommittee Chairperson should together determine if there is a need for regional involvement.
 - (1) Will this action affect other Areas, Regions, or NA as a whole?
 - (2) Does the requesting Area have the ability to support the action without regional involvement?
 - (3) What type of support does the requesting Area need?
 - (4) What is the intended audience?
- iv) If any public information request affects other Regions or NA as a whole, STOP! No further action should be taken until the Regions involved have been contacted and a joint plan of action has been developed.

c) **Request from print or broadcast news entity:**

- i) A request from the media should be handled with care to ensure that the best interests of the entire NA Fellowship are protected. A response to a media request should be made quickly, within the working day, if possible. The following should be determined before any action is taken:
 - (1) The audience--who is this going to?
 - (2) What is the deadline?
 - (3) Is there the possibility of film crews showing up? If so, contact the World Service Office.
- ii) If the request deadline is forty-eight hours or less, the following should be done:
 - (1) The PR Subcommittee Chairperson should contact as many experienced trusted servants as time will allow.

- (2) If no other trusted servants can be found...Stop! Don't handle it yourself. Get in touch with the World Service Office. Never go alone!
 - (3) Send a letter informing the appropriate trusted servants of the action taken (see section 7, informing the fellowship).
 - iii) If the request deadline is greater than forty-eight hours the following should be done:
 - (1) All officers of the regional PR Subcommittee should be contacted.
 - (2) A task force should be set up to handle the request.
 - (3) A letter should be sent to inform the fellowship of the action taken.
 - d) **Presentations to county wide organizations or agencies:**
 - i) If the need for regional involvement is clear, the PR Subcommittee Chairperson should do the following:
 - (1) Contact the officers of the PR Subcommittee.
 - (2) Contact the RSC Chairperson, Vice Chairperson, or other regional officers.
 - (3) A task force should be established to handle the request.
 - (4) The RSC PR Subcommittee Chairperson or Vice Chairperson should coordinate the activities of this task force.
 - (5) Send a letter informing the fellowship of the action being taken.
 - e) **Requests from an Area without an established PR subcommittee:**
 - i) If the request comes from an Area that does not have a PR Subcommittee, the RSC PR Subcommittee Chairperson will act as coordinator. The following action will be taken:
 - (1) The PR Subcommittee Chairperson from an adjacent Area will be contacted and asked to take action.
 - (2) If no adjacent Areas are able to help, then regional PR Subcommittee members who live nearby will be contacted and asked to take action.
 - (3) If neither of the options provides help, the RSC PR Subcommittee Chairperson will contact the officers of the RSC to determine the next course of action.
 - f) **Requests for help from an established Area PR subcommittee:**
 - i) If a request for help is received from an Area PR Subcommittee, three items must first be determined.
 - (1) What type of help is needed?
 - (2) What is the time schedule?
 - (a) Can it be put on the next monthly PR Subcommittee agenda?
 - (3) If the time schedule is short, a member of the regional PR Subcommittee who lives near the Area asking for help should be contacted to coordinate the action with the Area PR Subcommittee Chairperson. A written report should be turned in at the next Regional PR Subcommittee meeting.
- 4) **Informing the Area:**
- a) All Pikes Peak Area Public Relations Subcommittee officers should maintain a mailing list with phone numbers for the following:
 - i) Areas of the Colorado Region.
 - ii) PPASC Executive Officers.
 - iii) CRSC Executive Officers.

- iv) Executive members of the RSC PI Subcommittee.
- v) Chairpersons for Area PR Subcommittees.
- b) Contacts involving a member's anonymity require prompt response from every World Service branch. One or more of the individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contact may require the presence of a trustee or WSC PI committee members assigned to that region.
- c) Certain types of electronic media cooperation involving video or film crews may require the presence of a non-addict trustee to be interviewed on camera in order to ensure protection of our member's anonymity.

ALL THE FOREGOING SHOULD BE REVIEWED WITH ANY MEMBER GOING TO ANY H&I/PI MEETING/PRESENTATION.

ANNUAL PR CALENDAR

- January: Guideline Review
- February: Committee approval of Guidelines
Committee approval of Budget
- March: Budget due to AREA
- April: Regional Assembly
- May: Poster Drive
- June: PR Learning Day
- July: Phone Line Orientation
- August: Recovery Rally
- Sept: Regional Assembly
- October: Solicit Nominations for elections
CRCNA Regional Convention
- November: Nominations for elections
Choose our recommendation for PR Chair
- December: Elections for all positions
Chair Voted in at AREA