

# H&I PRESENTATION MEETING FORMAT

This is a presentation of H&I, which stands for Hospitals and Institutions of Narcotics Anonymous. We are recovering addicts who carry the message to fellow addicts that cannot attend outside meetings.

My name is \_\_\_\_\_, can you please help me open this meeting with a moment of silence followed by the SERENITY PRAYER.

I've asked \_\_\_\_\_ to read WHO IS AN ADDICT.

I've asked \_\_\_\_\_ to read WHAT IS THE NA PROGRAM.

I've asked \_\_\_\_\_ to read WHY ARE WE HERE.

I've asked \_\_\_\_\_ to read HOW IT WORKS.

Introduce your speaker.

Try to leave time for others to share, if possible.

Have someone read JUST FOR TODAY.

(All readings can be found in white book)

CLOSE MEETING ON TIME...  
WITH A MOMENT OF SILENCE, FOLLOWED BY THE SERENITY PRAYER.

# H&I ORIENTATION PACKAGE

## HOSPITALS & INSTITUTIONS SUBCOMMITTEE ORIENTATION PACKAGE

### ORIENTATION

H&I orientation is a walk-through that allows NA member to become familiar with how H&I works so that they are not rushed into a commitment without any preparation for this service. Many people are quite apprehensive about joining H&I for a variety of reasons. Do not be put off... everyone has something to offer.

This packet has been compiled by the GOLD COAST AREA H&I SUBCOMMITTEE to give a brief outline of some of the specifics that will be important for you to know as a panel member or chairperson. The H&I Handbook gives a much more in-depth look at how H&I works. If you decide you want to learn more about this rewarding type of service, it is available to borrow at the monthly subcommittee meeting which meets on the first Monday of each month.

In the Gold Coast Area, as a part of orientation, it is required that those people seeking to chair a meeting accompany a chairperson to three (3) meetings as an observer (panel member or speaker). This gives newcomers to H&I a chance just to see how an H&I meeting is run. This also helps many feel more comfortable when it comes time to join the H&I committee.

### WHY IS AN H&I MEETING NECESSARY?

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have access to regular Narcotics Anonymous meetings. H&I meetings are intended simply to introduce those attending to some of the basics of the NA program.

### WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN A HOSPITAL OR INSTITUTION MEETING?

In our experience, it is best for members to have at least three (3) months clean time before attending an H&I meeting as a panel member or speaker, and six (6) months clean time before chairing or co-chairing a meeting,. 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.

## WHAT DO WE PROVIDE AS A COMMITTEE?

**Literature:** When the facilities themselves are not-for-profit and cannot provide approved NA literature to their residents, H&I Subcommittee should provide such literature. Each facility is different and literature guidelines are set within the subcommittee based on the facility's needs and guidelines. For-profit facilities are allowed to provide NA approved literature to their residents through the Gold Coast Area literature distribution committee or via World Service at [www.na.org](http://www.na.org).

## WHAT DO WE NOT PROVIDE?

**Transportation Services:** H&I Subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability issue for the H&I Subcommittee, the Fellowship and the NA member: accidents, escapes and false accusations.

## THE MEETING FORMAT

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting 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 to the residents, while in long-term facilities we may wish to encourage more participation from residents. In H&I we are carrying the message into the facility. At an H&I meeting, we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to the fellowship of Narcotics Anonymous.

It is the responsibility of the chairperson to inform the guest speaker what the format is before the meeting begins and should be able to answer any questions he/she may have. Samples of a variety of formats are given in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting. Also, the speaker may be asked to stay for a while after the meeting to talk with the residents, if that is permitted by the facility.

## PERSONAL COMMITMENTS

Please do not volunteer for an H&I meeting if:

1. You are not sure that you want to attend this type of facility, or
2. You are not sure that you will be able to attend the meeting. If something comes up and you will be unable to make your meeting, try to give the chairperson or co-chairperson at least 48 hours notice so that he/she can invite someone to fill your spot. DO NOT ask anyone who is not a current H&I member to take your place. The chairperson is the only one who is allowed to invite people to the meeting. If the meeting cannot be filled for some reason, please contact the facility so that they may adjust their residents' schedule for that time slot, or
3. If you cannot attend the H&I Subcommittee Meeting on the first Monday of every month.

## QUESTIONS and ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things that you should keep in mind.

Please remember that NA has no opinion on outside issues. Occasionally during the question and answer period, or when talking after the meeting, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or other fellowships;
2. The facility, i.e. "Do I need to stay in treatment?"
3. "Can you recommend a half-way house?"
4. Types of medication;
5. "Are certain drugs OK if they are natural?"
6. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions. Always remember to share only your experience, strength and hope about your recovery in Narcotics Anonymous. Remember that our primary purpose is the carry the message of hope.

## **WORKING WITH OTHERS**

Some facilities house only men or only women. Some house both men and women but keep them separate, while other facilities house both men and women together. IT IS VITAL THAT YOU AS A CHAIRPERSON OR CO-CHAIR CHECK WITH YOUR H&I SUB-COMMITTEE FOR GUIDELINES AS TO WHO (male or female) MAY ATTEND THESE MEETINGS IN YOUR RESPECTIVE FACILITY. Remember, our primary purpose is to carry the message of recovery. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Remember that it is your commitment and therefore your responsibility to be aware of your facility's guidelines and rules.

## **SOME SUGGESTED TOPICS**

1. Transition to the fellowship from treatment.
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship and THE STEPS.
3. Responsibility for our own recovery.
4. Identify rather than compare.
5. Spiritual - not religious - program.
6. Denial and reservations.
7. Giving up old playmates, playgrounds and playthings.
8. Living Just for Today.
9. The first three steps.

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 Steps and 12 Traditions of Narcotics Anonymous.

## H&I CHAIRPERSON REQUIREMENTS ALONG WITH THE DOs and DON'Ts

You have been invited to carry the message of recovery through the H&I meetings because:

1. You have 3 months clean time from all mood and mind-altering chemicals, making you eligible to panel or speak.
2. You have 6 months clean time from all mood and mind-altering chemicals, making you eligible to chair or co-chair a meeting.
3. You are willing to comply with all H&I subcommittee and facility requirements.
4. You are willing to carry the Narcotics Anonymous message in a responsible manner.
5. You have a strong, clear and consistent Narcotics Anonymous message of recovery from addiction.

## DO'S

1. Point out on meeting lists those outside meetings available to residents.
2. Clarify the facility's rules with anyone you bring (speaker or panel member).
3. Start and end the meeting on time.
4. Give a brief explanation of what H&I is.
5. Make it clear that NA is separate and distinct from the facility as well as other similar fellowships.
6. Try to get residents involved.
7. Obey all dress codes. Exercise common sense and dress appropriately.
8. Keep staff aware of your whereabouts AT ALL TIMES.
9. Remember that this is a "we" program. No addict should feel that he/she is alone or being preached to, disrespected or singled out.
10. Remember that an addict is an addict, regardless of age, race, sexual orientation, creed, religion or lack of religion.
11. Remember that in NA, recovery is available to any addict, regardless of what or how much or how little we used ( or where we come from or how we got here).
12. Emphasize the importance of getting to an NA meeting the first day out.
13. Emphasize the importance of getting a sponsor and a home group, the on-going nature of recovery and the importance of attending meetings (making 90 in 90).
14. Use the literature recommended for H&I work, if we are supplying literature.
15. Explain the language that WE use ("addict", "clean", "recovery") and why we use it.
16. Be selective about your choice of speakers or panel members. Clean time is important, however equally important is that person's message of recovery in Narcotics Anonymous.

## DON'T'S

1. Don't break another person's anonymity or tell their story.
2. Don't debate any issues involving the facility's policies, conditions within the facility, opinions about staff members, the merits of the facility's program and methods used by the facility OR OTHER FELLOWSHIPS. Focus on the positive qualities of our program. Remember, not all facilities are 12 step based nor does their understanding of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.
3. Don't debate which drugs are acceptable. We are a program of complete abstinence. Remember we are not doctors or professionals (counselors or therapists).
4. Don't carry excessive cash or wear expensive or flashy jewelry.
5. Don't show favoritism to any resident.
6. Don't carry messages - either verbal or written - in or out of any facility.
7. Do not give out another person's phone number or street address. Refer always to the helpline number.
8. Do not carry contraband items, such as cigarettes, coffee, weapons, etc.
9. Don't flood the facility with literature. The most reliable means of carrying the message is the NA member.
10. Don't pass the basket.
11. Don't let the meeting run too long.
12. Don't read too much literature; just keep it simple for everyone (including you).
13. Don't take a person with outstanding warrants to jail or prison meeting. THEY MAY NOT BE ABLE TO LEAVE.
14. Don't take a person who is on parole or probation unless they have received permission from both their parole/probation officer and the facility.
15. Do not give out your phone number, but you may inform the resident what meetings you attend and if that person would like to meet you at a meeting, then at that time you can give him/her your number.

**Remember at all times that you have a responsibility to the facility, to the residents and to Narcotics Anonymous. If you observe the suggestions above and follow the 12 Traditions, you will be upholding your responsibilities to all three.**

***This is only a brief outline of information. For further information, see your H&I Handbook which is available through your area S&I Subcommittee. The World Service Conference H&I Handbook is also available.***

***Thank you for your service.***