

# Yavapai H&I Orientation Paper

Welcome to the Yavapai Area Hospitals & Institutions (H&I) subcommittee of Narcotics Anonymous (NA). Many of us in NA first heard the message of recovery while we were in hospitals, treatment centers, or incarcerated. Many of us may never have been institutionalized. Carrying the message of NA with an H&I subcommittee panel is a great way to give back regardless of your background.

Chairing an H&I meeting is very different from a regular NA meeting. Being a panel member or speaker at these facilities is also very different than speaking or sharing at a regular NA meeting.

This packet has been designed to familiarize you with the H&I Subcommittee policies and help guide you in carrying a clear message to the addicts in hospitals and institutions we may serve.

## Clean Time Requirements:

6 months + 3 shadows to speak at H&I panel meeting.

It is preferred that at least one member on the panel has one year clean.

## Orientation Guidelines:

1. Ensure that you read and understand the guidelines for this H&I commitment. Follow all H&I Subcommittee guidelines for clean time on all service positions.
2. Refrain from use of profanity or abusive language.
3. Speak NA language only - do not reference other fellowships or religious organizations.
4. Reference NA literature only - not other fellowship or religious literature.
5. Share your experience, strength, and hope - avoid "war stories" or "drug-a-logs". Everyone in that room already knows how to use; they don't know how to stay clean. Share a bit about what brought you here, where you are now & how you got there. Example: what step or tradition you are working, do you have a sponsor, sponsee(s), do you go to meetings, do you have a Higher Power, do you read the literature, do you have a home group, are you of service to the fellowship including your H&I service?
6. Dress appropriately; you are representing ALL of NA to the facility by your participation with this commitment. No sandals for **Juvenile Detention Center**, no clothing with suggestive or drug/alcohol advertisement, no political or religious affiliated clothing, no short shirts, short skirts or shorts and revealing clothing in any manner to any facility. If in doubt, ask another H&I panel member. Do not wear flashy expensive jewelry or talk about how financially well off you are. There is a separate specific policy for dress code at the **Juvenile Detention Center**.
7. Do not preach or talk down to the attendees.
8. We identify as ADDICTS - we are not "Drug addicts", "junkies", "addicts & alcoholic", "dope fiends", "dually addicted". We are addicts in recovery. Our time in the program is "CLEAN TIME" or "RECOVERY," - we are not "Clean & Sober" or celebrating "Sobriety". If you are confused about this, please speak with the H&I chair, another panel member, or your sponsor. The clarity of the NA program is blurred when we are not committed to using NA language.
9. We start & end the meeting on time - show up early in order to comply.
10. There are meeting formats to ensure compliance with established guidelines - contact facility coordinator for guidelines.

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11. Follow all facility rules - Usually the D.O. at the Juvenile Detention Center will position them to not allow female & male juveniles to contact each other physically - follow the D.O. lead with your physical position and physical contact during closing. There is a locked door in the visitation room of the juvenile center where we frequently hold our meetings. Ask the D.O. at the start of the meeting to open the door for the white booklets, basic text, just for today & meeting formats so you have everything you need for the meeting.
12. Always treat everyone at the facility with respect as our actions will reflect all of NA.
13. Never engage in any conversation with the attendees on the subject of facility rules, policies, politics or injustices - we have no opinion on outside issues. Remember we are invited guests.
14. Do not become involved in any way with any of the members of the facility - do not attempt to bring them anything or take anything from them, do not attempt to make calls or mail things for them.
15. If you know someone who is an inmate at the **Juvenile Detention Center** you will need to notify the subcommittee chair, or facility coordinator ahead of time and excuse yourself from that panel. If you enter the **Juvenile Detention Center** & see an inmate you know, notify the D.O. that you know this person & excuse yourself from that panel.
16. If you work at a facility that H&I brings a panel to, you cannot be a part of that panel as chairperson or speaker.
17. We as a subcommittee have voted to not put the Identity Statement in our H&I meeting formats - remember some of the attendees may not yet know which fellowship they identify with, this is to ensure everyone is welcome regardless of their language.
18. Never bring anyone into an H&I panel meeting who is not on the H&I subcommittee or has been approved by the subcommittee.
19. Do not share your personal information (full name, phone number) with any attendees.
20. Encourage meeting attendance, let them know how they can find us when they are released. Encourage 90 meetings in 90 days, getting to a meeting on their release, sponsorship, working the steps, getting a home group, reading literature & learning how to live clean.
21. If you are unable to make an H&I panel commitment contact the facility coordinator as soon as possible. We are responsible for trying to find our own replacement for a commitment. All H&I panels must contain at least two participants. If this minimum requirement cannot be met, contact the facility coordinator to inform them we cannot complete our commitment, and they will contact the facility.