

**SOUTH COAST AREA OF NARCOTICS ANONYMOUS**  
**HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**  
**GUIDELINES FOR 2024 – 2025**

**I. DEFINITIONS AND PURPOSE:**

Hospitals and Institutions subcommittee of the South Coast Area of Narcotics Anonymous (SCANA) is a group of recovering addicts who believe that no addict seeking recovery need ever die without finding a new way to live. May we provide the necessary services to these addicts. This concept should always be our primary purpose. This helps ensure that when an addict reaches out for recovery, we in Narcotics Anonymous (NA) will be there for them the way NA was there for us. In order to do this, we should carry a clear NA message of recovery to addicts confined in correctional institutions, hospitals and/or recovery houses. This is accomplished through the operation of panels that visit them on a regular basis. These panels are comprised of panel leaders and panel speakers. This committee is directly responsible to the Area Service Committee (ASC) of the South Coast Area of Narcotics Anonymous (SCANA) and meets the last Sunday of each month at 5pm.

**II. COMMITTEE FUNCTIONS:**

- A. To carry the NA message and disperse literature to all facilities we currently serve in the SCANA.
- B. To conduct a monthly business meeting.
- C. To participate in a regional Hospitals and Institutions (H&I) workshop and/or Learning Day each year.
- D. To submit (3 mos. prior and 3 mos. projected) quarterly budgets to ASC.
- E. SCANA H&I Guidelines are to be submitted annually to SCANA in June, with formal review with H & I Subcommittee to be completed every two years in March.
- F. To elect officers each July (as per H&I guidelines) with nominations in June.

**III. MEMBERSHIP:**

- A. Any member of Narcotics Anonymous may become a member of SCANA H&I by attending 2 consecutive monthly meetings & identifying as an addict.

**IV. VOTING**

- A. Voting members consist of all SCANA H&I executive body members, panel leaders, and members.
- B. For a panel leader to be voted in they must attend two consecutive SCANA H&I meetings immediately prior to being voted in. Priority shall be given to any member who meets the criteria. If no qualified members are interested in the position, a vote of confidence may be given at their first meeting and they may be voted in the following month.
- C. Nominations for panel leaders or officers may be submitted by voting members verbally. However, anyone attending the SCANA H&I meeting may participate in the discussion process if a nomination is on the floor.

- D. Motions may be submitted by voting members verbally or in writing. However, anyone attending the SCANA H&I meeting may participate in the discussion process if a motion is on the floor.
- E. Elections and/or motions will require a 51% majority vote of attending voting members.
- F. This body has elected to not have a formal quorum and utilize a 51% vote of those members who are present at the time of voting. This will pertain to passage of motions, new positions and new members.

**V. SCANA H&I MEETING AGENDA:**

- A. NA PRAYER OF CHOICE
- B. 12 TRADITIONS
- C. 12 CONCEPTS
- D. RECOGNIZE NEW MEMBERS & VISITORS
- E. ROLL CALL
- F. APPROVAL OF MINUTES
- G. PANEL PROBLEMS AND SOLUTIONS
- H. CHAIR REPORT
- I. VICE CHAIR REPORT
- J. SECRETARY REPORT
- K. JAIL LIASON /JAIL LIASON COORDINATOR REPORT
- L. CLEAN SHEETS LIASON REPORT
- M. SPEAKER PHONE LIST COORDINATOR REPORT
- N. FILL OPEN PANELS
- O. OLD BUSINESS
- P. NEW BUSINESS
- Q. LITERATURE REPORT
- R. ANNOUNCEMENTS
- S. RECOGNIZE BIRTHDAYS
- T. 3<sup>RD</sup> STEP PRAYER

**VI. TRUSTED SERVANTS:**

A service board of trusted servants shall consist of Chair, Vice Chair, Secretary, Alternate Secretary, Literature Coordinator, Alternate Literature Coordinator, Jail/Jail Liaison Coordinator, Clean Sheets Liaison, and Speaker Phone List Coordinator. Any trusted servant who relapses will

automatically be removed from their H&I position. Any trusted servant who misses two consecutive SCANA H&I meetings is subject to removal from office, unless there is a group waiver exception done. If the Chair becomes unable to serve, Vice Chair assumes the Chair's duties until ASC affirms new Chair.

#### **A. CHAIR REQUIREMENTS**

1. Must have two years clean, one year H&I experience, and working knowledge of NA service structure.
2. Must reside in and attend meetings in the South Coast Area, except by group waiver.
3. Provide personal email address to South Coast Area Webmaster to have emails forwarded from the South Coast area.
4. Must be willing to forego personal opinions regarding topics discussed at SCANA H&I.
5. Must have knowledge of the twelve steps, twelve traditions and 12 concepts of
6. Narcotics Anonymous.
7. Must read, understand, and comply with the SCANA H&I Guidelines.

#### **B. CHAIR DUTIES**

1. Conduct and guide the monthly SCANA H&I meeting using the agenda above.
2. Bring before the SCANA H&I matters that should be acted upon by SCANA H&I in the new business section of the agenda.
3. Carry out the policies and orders for SCANA H&I as well as that of the ASC.
4. Attend monthly meeting of the ASC on the last Sunday of each month at 6:30pm and give the SCANA H&I report to area.
5. Attend monthly Regional H&I subcommittee meeting either via zoom or in person on the 3rd Sunday of each month at 10:30am.
6. The Chair obtains literature invoice from Literature Coordinator and brings it to ASC to obtain check for reimbursement.
7. Maintain three years of SCANA H&I minutes and Regional H&I Subcommittee minutes.
8. Provide quarterly budget to ASC (3 mos. prior and 3 mos. projected).
9. Give report at SCANA H&I meeting.
10. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Chair. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I and provide a report of the Regional H&I Subcommittee Meeting to Vice Chair.
11. Train successor to your position.

#### **C. VICE CHAIR REQUIREMENTS**

1. Must have two years clean, and one year H&I experience and working knowledge of the NA service structure.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.

3. Must read, understand, and comply with SCANA H&I Guidelines.
4. Is willing to serve as Chair the following year.

#### **D. VICE CHAIR DUTIES**

1. Act as Chair, if the Chair is unable to attend service function, SCANA H&I meeting, ASC meeting, or Regional H&I meeting.
2. Act as the liaison between the Orange County Area of Narcotics Anonymous (OCANA) and the SCANA to coordinate with OCANA to help staff any open panels in the OCANA.
3. Help coordinate SCANA H&I panels by action as Vice Chair, which duties include:
  - a. Responsible for seeing that the panels are conducted in accordance with the policies of SCANA H&I and the rules of the facility.
  - b. Maintain quarterly contact with all non-clearance facilities having SCANA H&I panels.
  - c. Go over SCANA H&I Orientation packet with new panel leaders and panel speakers after the SCANA H&I meeting each month, or at another pre-arranged time.
  - d. Have a minimum of 5 paper copies of Guidelines packets available at SCANA H&I meeting for new panel leaders, panel leaders and/or panel members without email access.
4. Give report at SCANA H&I meeting.
5. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Vice Chair. Accountability is critical. Communicate to the Chair if unable to attend monthly meeting of SCANA H&I and provide the Vice Chair report for that month.
6. Train successor to your position.

#### **E. SECRETARY REQUIREMENTS**

1. Must have six months clean time.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCANA H&I Guidelines.
4. Must have access to a computer with internet access.

#### **F. SECRETARY DUTIES**

1. Distribute Guidelines packet, meeting minutes, and other pertinent information pertaining to SCANA H&I via email at least one week prior to the next meeting.
2. Conduct verbal roll call during SCANA H&I meeting.
3. Record the minutes of the current SCANA H&I meeting.
4. Obtain contact information for new members and visitors, including name, clean date, phone #, email, and any special facility clearance they have. Include that information in next month's minutes.
5. Keep updated records of all SCANA H&I members' names, phone numbers, and email addresses (on the minutes).

6. Keep a list of the facilities covered by the SCANA H&I panels including current contact names, including physical address and telephone # (on the minutes).
7. Bring 15 paper copies of the previous month's minutes to the current SCANA H&I meeting
8. Give report at SCANA H&I meeting.
9. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Secretary. Accountability is critical. Communicate to the Alternate Secretary and Vice Chair if unable to attend monthly meeting of SCANA H&I and provide the Secretary report for that month.
10. Read position duties and requirements when nominating and electing officers and panel leaders.
11. Train successor to your position.

#### **G. ALTERNATE SECRETARY REQUIREMENTS**

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCANA H&I Guidelines.
4. Is willing to serve as Secretary the following year.
5. Must have access to a computer with internet access.

#### **H. ALTERNATE SECRETARY DUTIES**

1. Act as Secretary, if Secretary is unable to attend.
2. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Alternate Secretary. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I.
3. Update the speaker phone list if SCANA H&I does not have a Speaker Phone List Coordinator.
4. Train successor to your position.

#### **I. PANEL LEADER REQUIREMENTS**

1. Minimum clean time requirement of one year.
2. Must be active in the NA fellowship.
3. Has proper clearance for the facility they cover.
4. Minimum panel commitment length of one year.
5. Must attend two consecutive SCANA H&I meetings immediately prior to being voted into service position.
6. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
7. Must read, understand, and comply with SCANA H&I Guidelines.
8. Must use SCANA H&I approved panel format for their meeting.
9. Must follow SCANA H&I approved orientation packet.
10. New panel leaders must attend orientation with Vice Chair.

11. New panel leaders must attend 2 consecutive panels with panel leaders at chosen facility. First as a speaker, then as a leader.

#### **J. PANEL LEADER DUTIES**

1. Invite and screen all panel speakers to ensure that they meet facility & SCANA H&I requirements.
2. Go through the SCANA H&I approved orientation packet with each panel speaker prior to the panel.
3. Communicate to the Vice Chair or Jail Liaison, as applicable, at any time during the month if a problem should arise at the panel.
4. If the panel leader cannot fulfill their commitment to bring in a panel into the facility and cannot find a substitute panel leader, they must inform the Vice Chair of SCANA H&I immediately.
5. Jail Panel leaders must provide current jail facility guidelines and General Do's & Don'ts to the substitute panel leader prior to covering their panel.
6. Obtain literature from SCANA H&I Literature Coordinator for distribution at panel.
7. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as panel leader. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I and provide a report that the panel is being covered.
8. Train successor to your position.

#### **K. LITERATURE COORDINATOR DUTIES**

1. Bring literature to the monthly SCANA H&I meeting or, in the event the meeting is online, make arrangements for distribution of literature to panel leaders as needed.
2. Give report at SCANA H&I meeting.
3. Order literature from SCRNA online each month for SCANA H&I at last two weeks prior to the Area meeting. Email the order form to [specialworker@scroso.org](mailto:specialworker@scroso.org), including the name, phone number and address of the trusted servant ordering literature. An email will be sent back from SCRNA with the total amount of the literature order, including shipping. Email the invoice to the Chair of SCANA H&I to take to Area to get reimbursed. The Chair will submit the invoice to the Area Treasurer and get a check to mail to Region.
4. The literature order will be shipped to the Literature Coordinator.
5. Stamp all SCANA H&I literature before being disbursed to panel leaders.
6. Maintain an inventory of 100 copies of all IP's and white books, and at least 5 sets of readings.
7. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Literature Coordinator. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I and provide monthly report to the Alternate Literature Coordinator.
8. Train successor to your position.

#### **L. LITERATURE COORDINATOR REQUIREMENTS**

1. Must have one year clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand and comply with SCANA H&I Guidelines.
4. Must have access to a computer with internet access.

#### **M. ALTERNATE LITERATURE COORDINATOR DUTIES**

1. Assist Literature Coordinator with all duties at SCANA H&I meeting each month.
2. Act as Literature Coordinator if Literature Coordinator is unable to attend.
3. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Alternate Literature Coordinator. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I.
4. Train successor to your position.

#### **N. ALTERNATE LITERATURE COORDINATOR REQUIREMENTS**

1. Must have one year clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand and comply with SCANA H&I Guidelines.
4. Must have access to a computer with internet access.
5. Is willing to serve as Literature Coordinator the following year.

#### **O. JUVENILE COUNTY FACILITIES COORDINATOR:**

Juvenile County Facilities Coordinator shall be voted in by this Subcommittee. The Juvenile County Facilities Coordinators' commitment shall be for a minimum of one year.

The position requires two years uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Juvenile County Facilities Coordinator and panel coordinators must be cleared by their respective facilities. Duties are as follows:

1. Instruct panel leaders of facility requirements, regulations, and general rules covering H&I meetings and attend new panel leader orientation when applicable.
2. Maintain regular contact with the panel leaders.
3. Contact each facility on a quarterly basis (April, July, October, January) to validate the contact person, location, and panel performance and inform the secretary of any and all changes about panel or clearance requirements.

4. Call upon the officers and general subcommittee members for any necessary assistance.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Shall attend all regular H&I Subcommittee meetings.
7. Shall be the first line of communication between the facility and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
8. Coordinate distribution of Basic Texts to the facility.
9. Shall submit clearances per facility guidelines.

**P. JAIL LAISON COORDINATOR:**

Jail panel coordinator shall be voted in by this Subcommittee. The Jail panel coordinators' commitment shall be for a minimum of one year.

The position requires a minimum of two years uninterrupted clean time, a minimum of one year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Jail panel coordinators are strongly encouraged to have jail clearance. Duties are as follows:

1. Keep an open line of communication with the Sheriff Department Liaison.
2. Instruct panel leaders of facility requirements, regulations, and general rules governing H&I meetings and attend new panel leader orientation when applicable.
3. Shall be the first line of communication between the Liaison and the panel leader. Shall promptly notify the panel leader of any changes in the panel.
4. Maintain regular contact with the panel leaders to minimize problems.
5. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.
6. Maintain a file of any communication between the Facility and the Liaison.
7. Review the facility site schedule quarterly to ensure the site schedule is in sync with the H&I Panel List. Report any discrepancies to the H&I subcommittee for resolution.
8. Represents the subcommittee regarding literature distribution to jail facilities.
9. Call upon the officers and general subcommittee members for any necessary assistance.
10. Shall attend regular H&I Subcommittee meetings.
11. In the event the Assistant Jail Coordinator position is open, the Jail Coordinator will perform any duties listed under the Assistant Jail Coordinator position.



#### **Q. ASSISTANT JAIL COORDINATOR:**

Assistant Jail Coordinator shall be voted in by this Subcommittee. The Assistant Jail coordinator's commitment shall be for a minimum of one year.

The position requires two years minimum uninterrupted clean time, a minimum of one-year H&I experience and a working knowledge of the NA Twelve Steps, NA Twelve Traditions and NA Twelve Concepts. Assistant Jail coordinators are strongly encouraged to have jail clearance. Assistant Jail coordinator is presumed to transition into the Jail Coordinator position upon election by the H&I Subcommittee. Duties are as follows:

1. Any new directive discussed between the OCSD and the Jail Liaison will be brought back to the subcommittee for motion and approval, prior to an agreement or commitment to such changes.
2. Coordinate with H&I Literature staff in regards to the ordering of our Basic Text. Once the 5 order comes in, prepare the orders, per panel, for delivery by Jail Liaison (Jail Liaison position is not found in these guidelines).
3. Assistant Jail Coordinator shall act as a backup to the Jail Coordinator, in the event the Jail Coordinator is unable to meet their responsibilities.

#### **R. CLEAN SHEETS LIAISON REQUIREMENTS**

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCANA H&I Guidelines.

#### **S. CLEAN SHEETS LIAISON DUTIES**

1. Coordinates and acts as liaison between SCANA H&I and Clean Sheets Chair to get pertinent H&I related articles and information in each monthly Clean Sheets publication. (All topics are subject to approval by SCANA H&I in advance.)
2. Asks for a volunteer to submit an H&I experience to the clean sheets.
3. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Clean Sheets Liaison. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I and provide a report.
4. Willing to train successor to your position.

#### **T. SPEAKER PHONE LIST COORDINATOR REQUIREMENTS**

1. Must have six months clean.
2. Must have knowledge of the twelve steps, twelve traditions and twelve concepts of Narcotics Anonymous.
3. Must read, understand, and comply with SCANA H&I Guidelines.

4. Must have access to a computer with internet access.

#### **U. SPEAKER PHONE LIST COORDINATOR DUTIES**

1. Creates and maintains an electronic list of the speaker phone lists, from the SCANA H&I webpage. The list should contain the speaker's name, phone number, clean date, clearance (if any), and email address.
2. Gives updated speaker phone list to secretary to email out with the minutes to SCANA H&I members.
3. Update the speaker phone list quarterly to verify willingness on a quarterly basis.
4. Attend monthly SCANA H&I meeting. Two consecutive absences may result in removal as Speaker Phone List Coordinator. Accountability is critical. Communicate to the Vice Chair if unable to attend monthly meeting of SCANA H&I and provide a report.
5. Willing to train successor to your position.

#### **VII. PANEL SPEAKER REQUIREMENTS:**

- A. Must have 6 months clean time for non-jail panels, 1-year clean time for jail panels and the proper clearance required by the facility.
- B. Must adhere to SCANA H&I Orientation Packet as well as the following guidelines:
  1. Must be selected by panel leaders.
  2. Cannot be anonymous as far as the facility is concerned.
  3. Must have a clear message of recovery and be an active member in Narcotics Anonymous.
  4. Must dress appropriately.
  5. Must not give out phone numbers to any person on the inside.
  6. Must do their best not to swear when speaking.
  7. Must not endorse facility.
  8. Must not comment on the facility's methods of treatment.
  9. Must not favor residents.
  10. Must not carry messages for residents.
  11. Must not carry contraband – see rules of facility.
  12. Must adhere to any further directions given by the panel leader.

#### **VIII. GENERAL GUIDELINES:**

- A. All SCANA H&I officers, panel leaders, panel speakers, and other members to SCANA H&I meeting must read, understand, and comply with the SCANA H&I Guidelines.
- B. All SCANA H&I officers and panel leaders must attend monthly SCANA H&I meeting. Two consecutive absences from monthly meeting may be grounds for dismissal from service position and/or membership.
- C. All SCANA H&I officers and panel leaders must be voted in by SCANA H&I.
- D. Panel leaders that let their panel assignment go dark without making proper attempts to have it covered may be asked to forfeit their service position.
- E. Any member of SCANA H&I is automatically disqualified from further SCANA H&I activity upon relapse, but may again become eligible when he or she can conform to the

requirements in these guidelines. Being clean for the purposes of SCANA H&I shall be defined as complete abstinence from all drugs.

- F. Any member who refuses to abide by the rules and regulations of the facility being served may be relieved of any SCANA H&I service position.
- G. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. 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 SCANA H&I to carry the message inside the facility. For the same reason, no SCANA H&I member will interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer. Further, SCANA H&I members will not make any comments or promises regarding employment, parole, probation or medical problems.
- H. SCANA H&I panel members should be responsible for their conduct in any facility and must take responsibility to become informed in advance regarding the regulations of the facility being served.
- I. You are reminded that SCANA H&I exist to share the NA message - our experience, strength and hope. SCANA H&I panel members should try to get residents involved with the panel through reading materials as well as through asking questions at the end of a panel when applicable.
- J. SCANA H&I members should always keep in mind that they are viewed as a representative of NA and should conduct themselves responsibly.
- K. It is not the duty of the Panel Leader to monitor who attends the panel at the facility.
- L. No new panels at existing facilities until current open panels are filled. New panels at new facilities may be considered based on resources available.

## **IX. FINANCES**

SCANA H&I has a current operating budget per month from the SCANA ASC which is as follows:

- A. H&I Literature Buy and Literature Expense: \$325.00
- B. H&I Administrative/Travel: \$85.00
- C. Zoom monthly reimbursement up to \$25.00

## **X. SCANA H&I Orientation Package**

The SCANA H&I Orientation Package is attached hereto as pages 15 to 24 and is hereby incorporated into these guidelines.

## SCANA H&I Orientation Packet

- **Initial Orientation:**
  - This SCANA H&I Orientation packet contains the information needed for Narcotics Anonymous (NA) members to become familiar with Hospitals and Institutions (H&I) work, so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons, but everyone has something to offer.
  - This packet has been compiled by the Hospitals and Institutions Subcommittee of the South Coast Area of Narcotics Anonymous (SCANA H&I) to give a brief outline of some of the specifics that will be important for you as a member. The SCANA H&I Handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.
- **Personal Commitments-Panel Speakers:**
  - Please DO NOT volunteer to speak on a SCANA H&I panel if you are not sure you will be able to attend the panel.
  - If something comes up and you will be unable to make it, try to give the panel leader at least 48 hours notice, so that they can invite someone else to fill your spot. DO NOT ask someone to take your place or even to come along with you to the meeting.
  - THE PANEL LEADER IS THE ONLY ONE ALLOWED TO INVITE PEOPLE TO THE PANEL.
- **SCANA H&I Requirements for Panel Speakers:**
  - \*You have been invited to carry the message of recovery through SCANA H&I panel because:
    1. You have at least 6 months clean and proper security clearance, if necessary.
    2. You have a clear NA message of recovery.
    3. You are willing to comply with all of the SCANA H&I's and the facility's requirements.
- **The Panel Format:**
  - Please use the attached, approved meeting formats for your specific facility.
- **Questions and Answers:**
  - It is a good idea to encourage questions concerning what was presented at the panel or other general questions about NA, but here are a few things 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 panel, the residents will ask us to give an opinion on outside issues such as:
    1. Other recovery programs or fellowships.
    2. The facility, i.e., —Do I need to stay in treatment?
    3. Many other issues that do not pertain to recovery from addiction in the NA Fellowship.
  - It is very important that we are not drawn into these types of discussions!! Always remember to only share your experience, strength and hope about YOUR recovery in NA.
- **Men with Men, Women with Women:**
  - Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your panels will consist of

only men or only women, we feel strongly that only same-sex NA members should participate. Remember, our primary purpose is to carry the message of recovery.

- Exceptions can be made when approved members of the same sex are not available to take the panel and the facility's rules allow for this substitution.

- **Adolescents:**

- When adolescents are referred to in this packet, we are referring to anyone under the age of 18. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I panel, we need to remember that to an adolescent, the stress experienced due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of NA. Please refrain from speaking insensitively to their age, how much they used or using history.
- Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during panels. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I panel voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the NA Fellowship.
- While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggest that the age of the person sharing at an adolescent H&I panel is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I panels are highly structured and should be geared towards recovery through the 12 Steps of NA.

- **GENERAL DO'S AND DON'TS:**

**DO'S:**

- DO Remember that this is a "we" program. No addict should feel that they are being preached to.
- DO Remember that an addict is an addict, regardless of age.
- DO Tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- DO Make schedules of outside meetings available to residents.
- DO Clarify the facility's rules with anyone you bring in.
- DO Try to get all agreements with the facility in writing.
- DO Start and end on time.
- DO Briefly explain what H&I is.

- DO Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- DO Dress appropriately for the facility.
- DO Keep staff aware of your whereabouts at all times.
- DO Ensure all literature you bring into a facility is stamped with the SCANA H&I information.
- DO Screen all panel speakers carefully, especially regarding their clean time or other requirements.
- DO Explain the language that we use (addict, clean, recovery) and why we use it.
- DO Emphasize that NA recovery is available to any addict, regardless of type of drug used.
- DO Follow all security regulations at all times.
- DO Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings (suggest 90 meetings in 90 days upon discharge or release).

#### **DON'TS:**

- DON'T Glorify your past.
- DON'T In panels with adolescents, don't say, "I feel like I'm talking to my kids".
- DON'T Compare your bottom to theirs.
- DON'T Patronize anyone.
- DON'T Comment on the methods used by the treatment facility. Not all facilities are 12-Step based nor do their understanding of the Steps necessarily coincide with the understanding gained in NA. We share our experience without reference to the facility's methods or to the resident's comments.
- DON'T Debate the merits of the treatment center's program or of other Fellowships. Remember, we have no opinion on outside issues.
- DON'T Break another person's anonymity or tell anyone else's story.
- DON'T Debate issues involving the facility's rules or regulations.
- DON'T Get involved in discussions on outside issues, remember why we are there.
- DON'T While sharing, pay too much focus on what it was like. They already know.
- DON'T Debate which drugs are acceptable. NA is a program of complete abstinence from ALL drugs.
- DON'T Discuss conditions within facility, or opinions about staff members.
- DON'T Carry excessive cash or wear expensive or flashy jewelry.

- DON'T Show favoritism to any resident(s).
- DON'T Give out your or any other person's address or phone number.
- DON'T Carry in any contraband items, such as cell phones, cigarettes, or weapons
- DON'T Give anyone money.
- DON'T Give or accept gifts.
- DON'T Carry letters or messages in or out of any facility.
- DON'T Knowingly take a member who has friends or family in the facility.
- DON'T Get involved in a discussion about an inmate's guilt or innocence.
- DON'T Rely on flooding a facility with literature to carry our message. The most powerful tool for carrying our message is the NA member.
- DON'T Let the panel run beyond the designated time.
- DON'T Collect any money.
- DON'T Use excessive profanity or vulgar stories in your share.

**GENERAL RULES:**

1. It is a felony to bring any drugs or weapons onto the grounds of any institution.
2. It is a misdemeanor to bring a cell phone onto the grounds of any jail facility.
3. It is against the law to give money to an inmate in the Orange County Jail.
4. It is prohibited to bring money into the Orange County Jail to exchange for articles made by inmates.
5. It is prohibited to accept any articles, including correspondence of any kind, from inmates. No exceptions.
6. It is prohibited to give money to members of a detoxification, rehabilitation, shelter, or any other institution that SCANA H&I serves.
7. If smoking is permitted at a facility, panel leaders and panel speakers may partake but are prohibited to leave additional vapes cigarettes, lighters, or matches behind.
8. No NA panel regularly conducted on behalf of SCANA H&I shall be held in any institutions, except under the direct supervision of a regularly delegated panel leader or substitute specifically delegated by the panel leader or coordinator.
9. No member will involve themselves with any other activity at any institution that SCANA H&I serves, to avoid possible conflict and resulting damage to: a) the inmate or patient on the inside;

and b) the working ability and the privilege of this SCANA H&I to carry the message inside the institution.

10. No member will interfere with or use any influence in any institutions, courts, or hospitals, nor with any judge, doctor, probation officer or parole officer. Nor will they make any comments or promises regarding employment, parole or medical problems. We carry only the message of NA — recovery through spiritual principles.

11. The main topics of NA panels conducted within all institutions served by SCANA H&I should be a clear NA message of recovery sharing our own experience strength and hope. All speakers and panel members must strictly comply with this regulation, confining their talks solely to the NA message of recovery. Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe and follow the above suggestions, and follow the Twelve Traditions of NA, you will uphold your responsibilities to the panel.



## SCANA OC JAIL/MUSICK FACILITY FORMAT

### INTRO:

Welcome to the H&I panel of Narcotics Anonymous. My name is \_\_\_\_\_, I am an addict. We will open the meeting with the Serenity Prayer.

H&I stands for hospitals and institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker we ask that you do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the 12-Steps, or other questions related to program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues.

Narcotics Anonymous is all-inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength, and hope. This is a spiritual program not a religious one, so please don't let the word GOD offend you.

### READINGS:

I have asked someone to read;

WHO IS AN ADDICT

WHAT IS THE NA PROGRAM

WHY ARE WE HERE

HOW IT WORKS

WHAT CAN I DO (from little white book)

Introduce your speaker

After Speaker

Narcotics Anonymous is here to help any addict who wants to stop using. Here are some tools that work for us: COME TO 90 MEETINGS IN 90 DAYS (and don't use in between!) READ SOME NA LITERATURE EVERY DAY, OUR MEETING SCHEDULES AND LITERATURE ARE FREE AND LOCATED HERE ON THE TABLE. GET A SPONSOR (refer to Sponsorship pamphlet) KEEP COMING BACK!!!

Does anyone have any questions for our speaker or regarding the program of NA?

Let's thank our speaker for sharing!!!

I've asked someone to read "JUST FOR TODAY"

We will now close with the NA 3rd

Step Prayer for those who wish to join.

## SCANA H&I TREATMENT FACILITY FORMAT

### INTRO:

Welcome to the H&I panel of Narcotics Anonymous. My name is \_\_\_\_\_, I am an addict. We will open this meeting with the Serenity Prayer for those who wish to join.

H & I stands for hospitals and institutions and we are not affiliated with this facility in any way. This panel is being held here to provide a place for addicts who are unable to access outside meetings. Out of respect for our speaker we ask that you please do not converse with each other during the panel. We will provide time at the end for questions you may have concerning outside meetings, sponsorship, the 12-Steps, or other questions related to program of Narcotics Anonymous. We are not able to answer questions you may have about recovery programs, probation status, court appointed programs, or medications. Narcotics Anonymous has no opinion on outside issues.

Narcotics Anonymous is all-inclusive in respect to any mood-changing or mind-altering chemicals including alcohol. What we share in this meeting is our own experience, strength, and hope. This is a spiritual program not a religious one, so please don't let the word GOD offend you.

### READINGS:

I have asked someone to read:

WHO IS AN ADDICT

WHAT IS THE NA PROGRAM

WHY ARE WE HERE

HOW IT WORKS

WHAT CAN I DO (from little white book)

Introduce your speaker

After Speaker

Narcotics Anonymous is here to help any addict who wants to stop using and find a new way to live. Here are some tools that work for us: COME TO 90 MEETINGS IN 90 DAYS (and don't use in between!) READ SOME NA LITERATURE EVERY DAY, OUR MEETING SCHEDULES AND LITERATURE ARE FREE AND LOCATED HERE ON THE TABLE. GET A SPONSOR (refer to Sponsorship pamphlet). KEEP COMING BACK!!!

Does anyone have any questions for our speakers or regarding the program of NA?

Let's thank our speaker for sharing!!!

I've asked someone to read "JUST FOR TODAY"

We will now close with the NA 3rd

Step Prayer for those who wish to join.