

# Yavapai H&I Orientation

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 NA message to the addicts in hospitals and institutions we may serve.

## Clean Time Requirements:

90 Days to begin shadowing, 6 months clean to share. **All** members must complete an orientation with a qualified committee member before sharing on a panel (Unless approved by the committee in special circumstances, example- a members' NA sponsor who has H&I experience is visiting from out of town). Members on an H&I Panel must understand our guidelines and meet the qualifications to participate in this area of service.

The following Table was made to give details on our shadowing policy.

<b>Tier 1: 18 months or less and new to NA</b>	<b>3 shadows/minimum 6 months clean before speaking</b>
<b>Tier 2: 18 months through 4 years</b>	<b>Prior NA experience approved by the subcommittee/ 1 shadow</b>
<b>Tier 3: 4 years or more</b>	<b>Prior NA experience approved by the subcommittee/ No Shadow</b>

\*\*\*Case by case basis for all members approved by committee. The nature of the tiers is to encourage participation while ensuring a clear NA message is shared and subcommittee guidelines are respected\*\*\*

## Orientation Guidelines:

1. All members are required to work the 12 Steps of NA with an NA sponsor. Anyone with a clear and consistent NA message who is willing to share is well suited for H&I commitments.
2. Ensure that you read and understand the guidelines for each H&I commitment location. Follow all H&I Subcommittee guidelines for clean time on all service positions.
3. Refrain from use of profanity or inappropriate/abusive language.
4. Speak NA language only - do not reference other fellowships or specific religious organizations.
5. Reference NA literature only - not other fellowship or religious literature.
6. 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.
7. Dress appropriately; you are representing ALL of NA to the facility by your participation with this commitment. No clothing with suggestive or drug/alcohol advertisement, no political or religious affiliated clothing, no short shirts, short skirts or shorts or 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 and Jail, including no hats or open-toed shoes.

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8. Do not preach or talk down to the attendees.
9. 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.
10. We start & end the meeting on time - show up 10-15 minutes early in order to comply.
11. We require that our facilities have a staff member present (or under surveillance) during the duration of our panels. If you are at a panel and see there is no staff member, ask them to get one and bring this to the facility coordinator so they can address the situation after.
12. Each Facility should have a binder we supplied with a meeting format and readings, many members carry a format and set of readings in their car as well. We also have the format and readings available on yavapaina.org if needed.
13. Follow all facility rules – Juvenile and Jail have specific rules you will learn if you become badged. Err on the side of caution, as your badge is a privilege at these facilities.
14. Always treat everyone at the facility with respect as our actions will reflect all of NA.
15. 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.
16. Do not become involved in any way with any of the members of the facility - do not bring them anything/take anything from them, do not attempt to make calls/mail things for them.
17. 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.
18. If you work at a facility that H&I brings a panel to, you cannot be a part of that panel.
19. Never bring anyone into an H&I panel meeting who is not on the H&I subcommittee or has not been approved by the subcommittee.
20. Do not share your personal information (full name, phone number) with any attendees.
21. 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.
22. If you are unable to make an H&I panel commitment contact the facility coordinator as soon as possible. If possible, assist the Facility Coordinator in finding your replacement. 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 must cancel, and they will contact the facility.
23. It is preferable to have at least 1 panel member have 1 year clean, exceptions may be approved by the facility coordinator.
24. If you see another member on a panel violating our guidelines, it is your duty to bring this to their attention and to the Subcommittee Chair/Vice-Chair.
25. While Shadowing you may read a reading, remember to introduce yourself as an addict.
26. Follow up this orientation by reading the guidelines on your own time.