



GUIDELINES OF THE CENTRAL WASHINGTON AREA PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS



October 2011

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

PURPOSE OF THE PUBLIC RELATIONS SERVICE COMMITTEE

This section defines our purpose. Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose: to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery: "that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live." The Central Washington Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

1.1 Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous' message of recovery- "that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live." The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.2 The name of this committee shall be the Central Washington Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.

1.3 The PRC is a standing sub-committee of the Central Washington Area Service Committee, hereafter referred to as the ASC.

1.4 The PRC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Information Committee, Phone-line Committee and Outreach Committee. It will utilize local, regional, and world approved service handbooks and materials that are written for those committees.

1.5 The PRC shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the ASC
3. The current guidelines of this PRC
4. A Guide to Local Services in NA, and NAWs approved service handbooks (Includes Public Relations Handbook, H&I Handbook, Phone-line Handbook and Outreach Resource Information.)

1.6 Outreach Vision: Public Relations will use its strengths and contacts to aid struggling groups throughout the Central Washington Area of Narcotics Anonymous.

At the end of each CWASC, the chairperson will notify the PR chair of any group that has missed 3 or more consecutive area meetings. The PR chair will in turn notify the Divisional Coordinator where the missed meetings are located. In the event there is no Divisional Coordinator or the Divisional Coordinator is unavailable, the PR chair will appoint someone.

This designated person will attempt to contact any known members of that meeting to ensure a visit from the CWASC PR committee is welcome and inform them of the visit. They will then attend the meeting, with at least one other recovering addict. They will take with them a Guide to Local Service, Group Booklet, Group Update Form for NAWS, and Group Visitation Report Form (Appendix G). They will offer to attend a business meeting, either after the meeting or at a later date, to share relevant NA information and to answer any questions. This intent is to promote growth, not to spread a homogenous approach to NA, in other words we are not there to take over the meeting. Each group will be invited to attend CWASC in the spirit of unity with other CWASC groups. Those local members will also be encouraged to attend other NA meetings within traveling distance.

In addition to the initial attendance, outreach members need to schedule at least 2 follow up meetings, if not more. These should be scheduled monthly, or whatever is comfortable for that particular meeting. A visit to a new or isolated group will raise hopes among group's members. If outreach efforts stop there, it may leave the new group feeling more isolated than before.

In the event that a group does not wish to attend CWASC, a follow up visit every 3 to 6 months should be scheduled, leaving access to the NA service structure available.

Each Divisional Coordinator will be responsible for keeping a list of outreach volunteers from the local fellowship. They will be responsible for sharing with these volunteers the publication "Outreach Resource Information" prior to any visits to struggling groups and providing any additional mentoring PR determines necessary for this service work.

PUBLIC RELATIONS COMMITTEE MEETINGS & MEMBERSHIP

The PRC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

2.1 Due to the geographical size of this ASC, the PRC will be divided in to 4 divisions to better serve each area. The divisions will be as follows; Ellensburg, Moses Lake, Wenatchee and Yakima. Each hereafter referred to as the DPRC. Each DPRC will have a Divisional Coordinator that will be accountable to the PRC.

2.2 The PRC business meetings will be held the 1st Sunday of the month prior to the ASC. DPRC business meetings shall be held at least once monthly in each division, at a time and place designated by the DPRC membership. No business meeting shall last for more than two hours, except when a decision to extend this time limit is made by the members present. (Orientations are not included in this restriction)

2.3 Public Relations orientation shall be held at least once monthly in each Division, at a time and place designated by the membership. The orientation will follow the format listed in Appendix B of these guidelines. At any regular PR Committee meeting, the committee may choose to schedule a future Public Relations orientation at a place and time convenient for those attending. At least one current PRC or DPRC officer and one trusted servant (with at least 1 year PR experience) are required to hold a PR orientation.

2.4 Any Narcotics Anonymous member or interested person may attend the PRC or the DPRC meeting.

VOTING MEMBERSHIP

2.5 Any Narcotics Anonymous member can become a DPRC voting member by attending one DPRC orientation (normally held at the DPRC business meetings) in the previous two years and attending the DPRC business meetings.

2.6 Any Narcotics Anonymous member can become a voting member at the PRC (prior to ASC) by attending at least one DPRC orientation in the previous two years and attending 2 consecutive PRC (prior to ASC) business meetings. To maintain their voting privileges they must have regular attendance with no more than two consecutive PRC meetings missed.

DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving Higher Power's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Order as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PRC and DPRC.

3.1 All PRC motions and decisions except elections will first be considered using consensus-based decision-making. For the PRC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the PRC. If at the end of discussion the PRC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent, if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

3.2 Any voting member, except for the Chair, is eligible to vote at business meetings. Chair may vote to break a tie vote. (See sections 2.5 & 2.6 for definitions of what constitutes a Voting Member.)

3.3 Any voting member can make or second a motion.

3.4 Any voting member may propose an amendment to these guidelines, however all PRC guideline changes are made by the ASC.

3.5 All committee voting members have one vote regardless of number of positions held.

ELECTIONS

In our election process we use the 4th concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” We trust that our committee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

4.1 Elections of PRC Officers other than Chair shall be held annually in December and have a 1 month training with the exiting Officers and take office in January of the following year.

The Chair is elected by the ASC, however the committee is encouraged to submit a recommendation for Chair to the ASC for their consideration. (Nominated in October takes office in November)

4.2 Elections of all Divisional Coordinators shall be held annually; Ellensburg and Moses Lake in May; Wenatchee and Yakima in December. Each Coordinator shall have 1 month training with the exiting Officers and take office in January for Ellensburg/Moses Lake and January for Wenatchee/Yakima.

4.3 Elections of all Resource Coordinators, Panel Leaders and Facility Coordinators shall be held annually from the date in which the position was created. This list will be kept by the PR Recording Secretary for PRC positions and by the DPRC Recording Secretary for DPRC positions. (See sections 4.5 & 4.6 for Officer Lists)

4.4 All terms of service are for 13 months to include 1 month training with the exiting Officers. In the event a member cannot complete his or her term of service, the Chair shall appoint someone to fill the vacancy until the next regularly scheduled election.

4.5 The officers of the PRC are the Chair, Vice Chair, Recording Secretary, Literature Coordinator, Phone-line Coordinator, Schedules Coordinator, Website Coordinator and all 4 Divisional Coordinators. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.6 The officers of the DPRC's are the Divisional Coordinators, Alternate Divisional Coordinators, Divisional Recording Secretary, and Divisional Literature Coordinator. They shall

perform their duties as described in these guidelines and in other approved service handbooks. Other DPRC elected positions are Facility Coordinators and Panel Leaders.

4.7 Any member of the DPRC can serve in any PRC position simultaneously other than Divisional Coordinators serving as PRC Chair.

4.8 During elections of PRC and DPRC trusted servants, the nominees shall leave the room following all discussion and prior to voting.

4.9 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.

4.10 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.11 Any PRC or DPRC trusted servant or Volunteer may be removed from their position for non-compliance by either letter or phone call from the PRC Chair or DPRC Coordinator stating the concerns and reason they have been removed. If a member who is the subject of a motion to be removed from office is present and can address the concerns of their non-compliance of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes, but is not limited to:

- a. Loss of abstinence from drugs.
- b. Failing to perform the duties of the position.
- c. Three consecutively missed PRC or DPRC meetings for which they are required to attend or a pattern of absences over time. (See sections 7.1 -- 7.15 for meeting requirements.)
- d. The subcommittee may remove officers for any reason it deems appropriate by a 2/3 vote, for positions elected within the PRC or DPRC subcommittee.

4.12 No service committee member is recommended to hold a position for more than 2 consecutive terms. In the event that a position is not filled the previous holder may continue to fulfill the duties of that position or the Chair can appoint a qualified person to help maintain our Public Relations with outside agencies until said position is filled.

PUBLIC RELATIONS PLAN

In order to insure the best use of our limited resources, it is essential to use good planning in our Public Relations efforts. All proposed projects will be submitted to the committee using the Public Relations plan submission form (APPENDIX A) contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

5.1 All proposed PRC or DPRC action plans will be submitted on the plan submission form included in these guidelines (APPENDIX A). All plan submission forms will be kept by the recording secretary of the body in which it was received.

5.2 Each plan will be reviewed and either approved or rejected by the DPRC or PRC. In the event the plan could potentially or significantly affect the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval or disapproval.

SPECIAL RULES

As needed, the PRC will make special rules to assist in carrying out its Primary Purpose. Those that are permanent are recorded in this section of the guidelines.

6.1 Primarily a reminder: these are Guidelines to help us fulfill our 5th and 11th Traditions. “We are but trusted servants. We do not govern.”

6.2 Only NA approved literature will be used in PRC projects, meetings, presentations, etc.

6.3 Any member of the PR subcommittee is automatically disqualified from further PR activity upon relapse, but may again become eligible when that member can conform to the requirements in these guidelines.

6.4 Any member not conforming to these requirements (or any other which might be added later) or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any PR subcommittee assignments.

6.5 No Narcotics Anonymous meeting regularly conducted under the auspices of the PR subcommittee shall be held in any facility except when directly supervised by the PR subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

6.6 No NA member who is involved with a given facility on a professional or volunteer basis shall 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 the subcommittee to carry the message inside the facility. For these same reasons, no PR member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, and probation or parole officer. Further, PR members will not make any comments or promises regarding employment, parole, probation, or medical problems.

We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. These members may participate on panels going to other facilities.

6.7 Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.

6.8 Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the PR subcommittee.

6.9 Any member of the PR subcommittee on active parole/probation or who are Registered Sex Offenders shall not be allowed to participate in or attend PR meetings in facilities being served by the subcommittee without the permission of the authorities of the facility. Individual members

are strictly prohibited from soliciting this clearance from facilities.

6.10 PR panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served. Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

6.11 It shall be the responsibility of the panel leader to insure that all people attending any PR meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES. These 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 and institutions.

6.12 Any unusual situations that might arise should be discussed with the facility coordinator of that facility and elected officers of PRC/DPRC (when no Facility Coordinator has been elected) who, in turn, will take steps to get clarification from the facility authorities. Individual members of PRC/DPRC should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the facility coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the PR membership itself, and with the facilities we serve.

6.13 Failure to comply with any facility's regulations could result in the cancellation of the PR meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined. Violations of regulations could bring legal action against violators and cause a negative impact on the reputation of Narcotics Anonymous. Remember, your actions reflect not only on yourself, but on 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 the PRC/DPRC.

6.14 Dress Code- Remember that you are representing the fellowship of Narcotics Anonymous and may be the first contact that the resident has with us.

1. Don't wear revealing clothing. no halter tops, no shorts, no tank tops and no very tight clothes.
2. No open shoes or sandals.
3. No excessive jewelry.
4. Try to keep tattoos covered.
5. No advertising logos on clothing. NA approved Logos are allowed.

6.15 Removal of Trusted Servants or Volunteers. The subcommittees (PRC or DPRC) may remove Trusted Servants or Volunteers, for any reason it deems appropriate by a 2/3 vote, for positions elected within those subcommittees.
(See Section 4.11 for specifics.)

ALL OF THE FOREGOING SHALL BE REVIEWED WITH ANY SPEAKER BEING TAKEN TO ANY PR MEETING/PRESENTATION.

TRUSTED SERVANTS

“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.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust these servants.

The officers of the PRC are the Chair, Vice-Chair, Recording Secretary, Literature Coordinator, Phone-line Coordinator, Schedules Coordinator, Website Coordinator and all 4 Divisional Coordinators.
(Sections 7.1 – 7.8)

7.1 PRC Chair

- Coordinates all public relations and Outreach efforts.
- Presides at all regular and special subcommittee meetings and provides an agenda of the business at hand for said meeting.
- Represents PRC at the regular meeting of the ASC by regular reports to ASC on the status of all proposed, current or completed plans.
- Responsible for maintaining open line of communication with all PRC Officers
- If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- Clean time requirement of two years plus 6 months of PR, including General PR Orientation. Previous PRC or other relevant service experience.
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, Phone-line Handbook and Out Reach Resource Information).
- Facilitate or appoint someone to facilitate PR Committee Orientations.
- Must attend the regular meetings of the PRC and ASC and the DPRC in which they live.
- Must attend the quarterly regional all subcommittee meeting.

7.2 PRC Vice Chair

- In absence of the Chair assumes all those responsibilities normally carried out by the Chair until the ASC has an election for that position.
- Works closely with the Chair.
- Responsible for maintaining open line of communication with all PRC Officers
- In absence of an elected officer at the PRC or DPRC, assists the Chair or DC in insuring the duties of that position are fulfilled.
- Clean time requirement of eighteen months plus 6 months of PR experience, including General PR Orientation. Previous PRC or other relevant service experience.
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook when approved, H&I Handbook, PI Handbook, Phone-line Handbook and Outreach Resource Information).
- Can assist with PR Committee Orientations.

- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Must attend the quarterly regional all subcommittee meeting.
- Encouraged to attend the ASC meeting.

7.3 PRC Recording Secretary

- Keeps a complete record in the form of minutes of every PRC meeting.
- Maintain records of attendance at PRC meeting.
- Sends letters/e-mails or makes calls to committee members about PRC business.
- Prepares written committee correspondence.
- Maintains files of all PRC plans, minutes and correspondence.
- Clean time requirement of 6 months plus General PR Orientation.
- Maintains record of name and contact information for committee members and oriented members.
- Maintains contact with DPRC Recording Secretaries to help keep accurate records.
- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.4 PRC Literature Coordinator

- Coordinates literature needs for all PRC activities.
- Obtain funds from ASC treasurer and orders literature from NAWS.
- Submit monthly literature report to the PRC.
- Clean time requirement of two years plus 6 months of PR experience, including General PR Orientation. Previous PRC or other relevant service experience.
- Familiarity with committee literature policies.
- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.5 PRC Phone-line Coordinator

- Coordinates all Phone-line activities.
- Submit monthly report to the PRC on the status of all completed and ongoing Phone-line plans.
- Clean time requirement of one year plus 6 months of PR experience, including General PR Orientation. Previous PRC or other relevant service experience.
- Technical ability to update Phone-line.
- Can assist with PR and Phone-line Orientations.
- Familiarity with all Phone-line related NAWS handbooks. (Includes Public Relations Handbook and Phone-line Handbook).
- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.6 PRC Schedules Coordinator

- Coordinates all schedules activities.
- Submit monthly report to the PRC on the status of the schedules.
- Clean time requirement of one year plus 6 months of PR, including General PR

Orientation. Previous PRC or other relevant service experience.

- Technical ability to update schedules.
- Can assist with PR Committee Orientations.
- Familiarity with all PR related NAWS handbooks. (Includes Public Relations Handbook).
- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.7 PRC Website Coordinator

- Coordinates all website activities.
- Submit monthly report to the PRC on the status of the website.
- Clean time requirement of one year plus 6 months of PR, including General PR Orientation. Previous PRC or other relevant service experience.
- Technical ability to update website.
 - Add to and update the website on a monthly basis in regards to upcoming events, meeting schedule information, and other CWANA requests as indicated.
- Familiarity with all internet and website related NAWS handbooks. (Includes Public Relations Handbook).
- Must attend the regular meetings of the PRC.
- Required to attend the quarterly regional all-subcommittee meeting.

The officers of the DPRC's are the Divisional Coordinators, Alternate Divisional Coordinators, Divisional Recording Secretary and Divisional Literature Coordinator. (Sections 7.8 – 7.11)

7.8 DPRC Divisional Coordinator

- Coordinates all public relations and Outreach efforts in the DPRC.
- Presides at all regular and special subcommittee meetings in DPRC and provides an agenda of the business at hand for said meeting.
- Makes monthly reports to PRC on the status of all proposed, current or completed plans in their Division.
- If elected DPRC officer, panel leader or facility coordinator position is vacant, assists the Alt. DC to insure the duties of that position are fulfilled.
- Responsible for maintaining open line of communication with all DPRC Officers and PRC Chair.
- Clean time requirement of two years plus 6 months of PR, including General PR Orientation. Previous PRC or other relevant service experience.
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, Phone-line Handbook and Outreach Resource Information).
- Facilitates or appoints someone to facilitate DPRC Orientations.
- Must attend the regular meetings of the PRC and the DPRC in which they live.
- Encouraged to attend quarterly regional all subcommittee meeting.

7.9 DPRC Alt. Divisional Coordinator

- In absence of the DC assumes all those responsibilities normally carried out by the DC

until they are elected as DC or a new one is elected.

- In absence of an elected officer at the DPRC, assists the DC to insure the duties of that position are fulfilled.
- Works closely with the Divisional Coordinator.
- Responsible for maintaining open line of communication with all DPRC Officers and PRC Chair.
- Works with panel leaders to assure that new volunteers are placed as panel members.
- Clean time requirement of eighteen months plus 6 months of PR experience, including General PR Orientation. Previous PRC or other relevant service experience.
- Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, H&I Handbook, Phone-line Handbook and Outreach Resource Information).
- Can assist with DPRC Orientations.
- Must attend the regular meetings of the DPRC in which they live.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.10 DPRC Recording Secretary

- Keeps a complete record in the form of minutes of every DPRC meeting.
- Maintain records of attendance at DPRC meeting.
- Makes reminder calls to committee members about DPRC business.
- Maintains files of all DPRC plans, minutes and correspondence.
- Clean time requirement of 6 months plus General PR Orientation.
- Maintains record of name and contact information for committee members and oriented members.
- Maintains contact with PRC Recording Secretary to help keep accurate records.
- Must attend the regular meetings of the DPRC in which they live.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.11 Divisional PR Literature Coordinator

- Coordinates literature needs for all DPRC activities.
- Obtain Literature from PR Literature Coordinator.
- Makes monthly written literature report to the DPRC.
- Clean time requirement of one year plus General PR Orientation.
- Familiarity with committee literature policies.
- Must attend monthly DPRC meeting in which they live.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

The DPRC Facility Coordinator and DPRC Panel Leader are elected Trusted Servants of the DPRC

(Sections 7.12 – 7.13)

7.12 DPRC Facility Coordinator

- Coordinates all H&I activities at the Facility in including communication and Facility Clearance and Orientations. (Must be cleared for the Facility if it is required to lead Panels)
- If elected panel leader position is vacant in facility for which he/she is coordinator insures the duties of that position are fulfilled.
- Keep DPRC committee and panel leaders informed of facility rules and policies.
- Clean time requirement of one year plus 6 months of PR, including General PR Orientation. Familiarity with all PR related NAWS handbooks. (Includes Public Relations Handbook and H&I Handbook).
- Must attend monthly DPRC meeting in which they live.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.13 DPRC Panel Leader

- Must be cleared for facilities prior to being elected.
- Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines. (Includes Public Relations Handbook and H&I Handbook).
- Informs Facility Coordinator as soon as possible when unable to conduct meeting.
- Invite Panel Speakers to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.
- Go over “Do’s and Don’t s” with Panel Speakers.
- Clean time requirement of one year plus 6 months of PR, including General PR Orientation. Maintain communication with DPRC by providing a written monthly report.
- Must attend monthly DPRC meeting in which they live.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

The DPRC Panel Speaker and DPRC Phone-line Volunteer are members of the NA Fellowship who have gone through PR (and Phone-line/12 Step Volunteer when applicable) Orientation and wish to be of Service to the DPRC (Sections 7.14 – 7.15)

7.14 DPRC Panel Speaker

- Required to attend General PR Orientation prior to attending panel.
- Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines. (Includes Public Relations Handbook and H&I Handbook).
- Informs panel leader as soon as possible when unable to attend meeting.
- Adheres to all applicable rules of the facilities and procedures for that meeting.
- Go over “Do’s and Don’t s” with panel leader.
- Clean time requirement of six months, OR ninety days if attending PR panel presentations meetings as an observer.
- Encouraged to attend PRC meeting.

- Encouraged to attend the DPRC in which they live.
- Encouraged to attend the quarterly regional all subcommittee meeting.

7.15 DPRC Phone-line Volunteer

- Required to attend General PR Orientation and Phone-line/12 Step Volunteer Orientation prior to working on Phone-line/carrying phone.
- Familiarity with public relations related NAWS approved handbooks. (Includes Public Relations and Phone-line Handbooks).
- Keep phone call logs/records according to NA handbooks and service guidelines and make them available to the PRC monthly.
- Clean time requirement of one year.
- Can assist with PR Phone line Orientations after 6 months experience.
- Must attend the DPRC in which they live if they are scheduled to answer the phone.
- Encouraged to attend PRC meeting.
- Encouraged to attend the quarterly regional all subcommittee meeting.

Phone-line Volunteers

Phone-line volunteers are NA members from all 4 of the Divisions of the Central Washington Area of NA. Experience has shown that the most successful volunteers possess certain assets, which are beneficial in the accomplishment of their responsibilities. Our Phone-line and PR Handbooks suggest a volunteer have a minimum of one year clean, appropriate training, knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, the willingness to serve and the willingness to give of personal time.

For schedule purposes, ten volunteers will be scheduled for the phone-line in one month shifts.

Phone-line volunteers must attend the DPRC in which they live if they are scheduled to answer the phone and turn in their Phone Logs (See Section 7.15 for other requirements)

This subcommittee shall produce, Information for new volunteers. See APPENDIX B & C

APPENDIX A

Central Washington Area PR Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

____ Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs?

Does the public contact or facility have any special rules or conditions for this plan?

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose?

____ Is any special research or planning needed to implement this plan? _____ If so, what?

Are there any special considerations of dress or language which will help our message be better received?

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: \$ _____ Total approximate hours: _____
plan status: _____ approved _____ approved when resources are available
_____ rejected _____ referred to area with recommendation to approve
PRC member assigned to report on plan to PRC or ASC: _____

APPENDIX B

General PR Volunteer Information

Due to the wide range of service opportunities in the PR committee, different orientations are required for different kinds of service within the committee.

The General PR Orientation is required for those interested in speaking on H&I panels, delivering NA Literature to facilities, working on our Central Washington Area Meeting Schedule, or holding any of the PR sub-committee positions. This orientation covers a lot of general information and takes approximately 45min.

The Phone-line /12-Step Volunteer Orientation is required in addition to the General PR Orientation for those interested in volunteering to answer the NA Phone-line or being contacted for follow-up 12 Step calls and/or giving “the addict who still suffers” rides to our meetings. Due to the specialized nature of this service work, this orientation is much more detailed and will take approximately 2 hours.

As new areas of service open up to us as a fellowship and allow us to carry our message of recovery to a wider audience, newer and more comprehensive specialized orientations will be added to help us.

(Examples: Public Information at Junior High and High Schools, Drug Courts, DOC Parole / Probation offices, Medical Professionals, Area Newsletter, Area Web Page and Public Information Billboards, etc.)

Service work is a privilege and requires commitment and follow-through. We as a committee would never be so bold as to think we could inform and educate you on ALL of the vast information available from NAWS. We ask that you make the commitment to educate yourself with the appropriate Handbooks and encourage you to ask questions.

APPENDIX C

General PR Volunteer Orientations Format.

Open with serenity prayer.

Welcome and Introductions of current officers

Hand out Volunteer Information from APPENDIX E

Read General PR Volunteer Information (APPENDIX B)

(Read) Internal and External Public Relations Statement

(Read) NAWS Vision Statement

10 minutes

Questions and Answers

Brief introduction to different kinds of

PR service work and PR resources

Guide to Local Service/12 Traditions and 12 Concepts

***H&I* --- Jails, Detox, Treatment Centers, Juvenile, Prisons**

H&I Handbook

***PI* --- Phone-line, Literature, Schedules, Presentations at Schools, Drug**

Courts, DOC Parole/Probation offices, Medical Professionals.

Area Newsletter, Area Web Page

PR and Phone-line Handbooks

15 minutes

Questions and Answers

Review Central Washington Area PRC Guidelines April 2009

Voting Membership Sections 2.5 & 2.6, Special Rules Section 6,

Trusted Servants Minimum Requirements Section 7

5 minutes

Questions and Answers

Review World Service Board of Trustees Bulletin #13, #29

Review H&I Service Bulletins #2, #5, #6

Read H&I Participant Do's and Don't s

15 minutes

Questions and Answers

Close with 3rd step prayer.

45 minutes total

APPENDIX D

Phone-line / 12 Step Orientations Format

Open with serenity prayer.

Welcome and Introductions of current Officers

Hand out Volunteer Information from APPENDIX E

Read *General PR Volunteer Information (APPENDIX B)*

(Read) *Internal and External Public Relations Statement*

(Read) *NAWS Vision Statement*

10 minutes

Questions and Answers

Introductions of PR, Phone-line Handbooks and 12 Traditions and 12 Concepts

Read and Discuss *Chapter 2 from Phone-line Handbook*

20 minutes

Questions and Answers

Read and Discuss Chapter 4 from Phone-line Handbook

20 minutes

Questions and Answers

Explain Referral Forms - *Flow Chart, Call Logs, Community Service Referral List, CWA Meeting Schedule (other Area's on Front)*

Read *World Service Board of Trustees Bulletin #13*

Other 12 Step Programs (in cooperation not affiliation)

When Family Members Call

Read *Family 12 Step Programs*

What is Nar-Anon, Family Anonymous, Al-Anon?

20 minutes

Questions and Answers

When Professionals Call

Literature Requests (online at na.org & wnir-na.org)

Meeting or Presentations Requests (PR committee)

10 minutes

Questions and Answers

Review *Central Washington Area PRC Guidelines. April 2009*

(Volunteers received at PR Orientation NOT in this Packet)

Voting Membership Sections 2.5 & 2.6

DPRC Phone-line Volunteer Section 7.15

10 minutes

Questions and Answers

Role Playing

FAQ-Phone-line Volunteers' experience with calls

30 minutes

Questions and Answers

Close with 3rd step prayer. *2 hours total*

APPENDIX E

Information to be handed out for General PR Orientations

General PR Volunteer Information (APPENDIX B)
Internal and External Public Relations Statement (*from PR Handbook*)
NAWS Vision Statement (*from PR Handbook*)
12 Traditions and 12 Concepts (*short essay sheet from NAWS*)
Central Washington Area PRC Guidelines April 2009
World Service Board of Trustees Bulletins #13, #29(*from NAWS*)
H&I Service Bulletins #2, #5, #6 (*from NAWS*)
H&I Participant Do's and Don't s (*from H&I Handbook*)
PR Committee Contact sheet (Officers and Panel Leaders)
Handbook Price Sheet

Member shall complete the General PR Orientation prior to attending the Phone-line / 12 Step Volunteer Orientation

Information to be handed out for Phone-line / 12 Step Volunteer Orientations

General PR Volunteer Information (APPENDIX B)
Internal and External Public Relations Statement (*from PR Handbook*)
NAWS Vision Statement (*from PR Handbook*)
12 Traditions and 12 Concepts (*short essay sheet from NAWS*)
Chapter 2 & 4 (*from Phone-line Handbook*)
Referral Forms - Flow Chart, Community Service Referral List, Call Logs (*from PR Handbook*)
Central Washington Area Meeting Schedule
World Service Board of Trustees Bulletin #13 (*from NAWS*)
Family 12 Step Programs (*from Internet*)
FAQ-Phone-line Volunteers' experience with calls (*from PR Handbook*)
PR Committee Contact sheet (Officers and Panel Leaders)
Handbook Price Sheet

APPENDIX F

CWAPRC APPROVED LITERATURE

BELOW IS THE LIST OF LITURATURE THE CWAPRC HAS ADOPTED FROM THE WNIR-H&I GUIDELINES (REV. 1/8/04) ADDENDUM III- LITERATURE STOCKPILE INVENTORY

NA WHITE BOOKLET	IP #7 AM I AN ADDICT?
NA WHITE BOOKLET (SPANISH)	IP #8 JUST FOR TODAY
INSTITUTIONAL GROUP GUIDE	IP #11 SPONSORSHIP
BEHIND THE WALLS	IP #13 BY YOUNG ADDICTS
H&I HANDBOOK W/AUDIO	IP #17 FOR THOSE IN TREATMENT
IP #6 RECOVERY AND RELAPSE	IP #23 STAYING CLEAN ON THE OUTSIDE

BECAUSE THE SCOPE OF OUR PRC IS BROADER THAN JUST H&I WE HAVE ALSO ADOPTED THE FOLLOWING LITURATURE.

PUBLIC RELATIONS HANDBOOK	IP 1 WHO, WHAT, HOW, & WHY
GUILDE TO PHONE-LINE SERVICE	IP 12 THE TRIANGLE OF SELF OBSESSION
NA BASIC TEXT 6TH EDITION -SOFT COVER	IP 16 FOR THE NEWCOMER
	IP 22 WELCOME TO NA

BELOW ARE SUGGESTIONS OF THE LITERATURE TO BE USED IN DIFFERENT TYPES OF FACILITIES.

******* Please note all items below are available is Spanish also. *******

CORRECTIONS:

NA BASIC TEXT 6TH
NA WHITE BOOKLET
BEHIND THE WALLS
IP 6 RECOVERY AND RELAPSE
IP 7 AM I AN ADDICT
IP 11 SPONSORSHIP
IP 12 THE TRIANGLE OF SELF OBSESSION
IP 13 BY YOUNG ADDICTS (JUVENILE)
IP 16 FOR THE NEWCOMER
IP 22 WELCOME TO NA
IP 23 STAYING CLEAN ON THE OUTSIDE

TREATMENT:

IP 6 RECOVERY AND RELAPSE
IP 7 AM I AN ADDICT
IP 11 SPONSORSHIP
IP 12 THE TRIANGLE OF SELF OBSESSION
IP 16 FOR THE NEWCOMER
IP #17 FOR THOSE IN TREATMENT
IP 22 WELCOME TO NA
IP 23 STAYING CLEAN ON THE OUTSIDE

GENERAL:

NA BASIC TEXT 6TH
NA WHITE BOOKLET
IP 6 RECOVERY AND RELAPSE
IP 7 AM I AN ADDICT
IP 11 SPONSORSHIP
IP 12 THE TRIANGLE OF SELF OBSESSION
IP 13 BY YOUNG ADDICTS
IP 16 FOR THE NEWCOMER
IP 22 WELCOME TO NA

SCHOOLS:

IP 1 WHO, WHAT, HOW, & WHY
IP 7 AM I AN ADDICT
IP 8 JUST FOR TODAY
IP 11 SPONSORSHIP
IP 13 BY YOUNG ADDICTS
IP16 FOR THE NEWCOMER
IP 22 WELCOME TO NA

APPENDIX G

CWA GROUP UPDATE FORM

(Please print clearly)

**Please complete all information
and return to *CWA Service Committee*: www.cwana.org**

**P.O. Box 34
Ellensburg, WA 98926
24hr Phone-line: 1-877-664-0398**

Today's Date _____

Group Name _____

This group was formed (month/year)_____ This group holds meeting(s) per week_____

Meeting Days ___Sun ___Mon ___Tues ___Wed ___Thur ___Fri ___Sat

Meeting Time _____

Language(s) _____

Format _____

Wheelchair _____

Accessible _____

Room Name _____

Open/Closed _____

Meeting Location

Place / Building Name _____

Address _____

City _____

State/Zip _____

Group Contact Mailing Address

This is typically a stable group member who can forward any communication from CWANA to the NA group. This may or may not be a current group trusted servant, and is not usually the group's meeting location address.

Name _____

Address _____

City _____

State/Zip _____

Phone (_____) _____

Email Address _____