

**Nar-Anon Family Groups
Outreach Handbook**



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Nar-Anon Family Groups

PREAMBLE

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve step program, we offer our help by sharing our experience, strength, and hope.

VISION STATEMENT

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- letting them know they are no longer alone;
- practicing the Twelve Steps of Nar-Anon;
- encouraging growth through service;
- making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- changing our own attitudes.

INTRODUCTION

What is outreach?

Outreach is simply sharing Nar-Anon's message. The goal is to let families and friends of addicts know that hope and help is available through the Nar-Anon program. Outreach is the vital link between individuals seeking help and members who share their experience, strength, and hope. Outreach to professionals and programs in contact with families and friends of addicts are an important part of this effort.

Why do we do outreach?

We do outreach to let those affected by someone else's addiction know they are not alone and there is a program where they can find support for themselves. We work Step Twelve and fulfill our primary purpose when we try to increase public awareness of Nar-Anon and share information about our Twelve Step program.

How do we do outreach?

The spiritual principles of Nar-Anon found in our Twelve Steps, Twelve Traditions and Twelve Concepts are the guide we use in doing outreach. The Public Relations Policy section of this handbook (see page 3) gives a brief explanation of some of these principles and how they relate to outreach.

Where do we start if we want to do outreach?

Check with your local service structure Group Service Representative (GSR), Area Service Representative (ASR), or Region Chair to see if there is an established outreach committee or coordinator. Find out when they meet and plan to attend the meeting. If there is no organized outreach effort, ask your local service structure for support in starting an outreach committee. Unity is an important principle in Nar-Anon and guides outreach. Together we can do what we cannot do alone. (See page 6 for information about organizing an outreach committee.)

Knowledge and understanding of the spiritual principles of Nar-Anon is a key to healthy outreach. Applying the principles and practicing them in all our affairs will help us grow in our recovery and grow the Nar-Anon Family Groups.

Who can do outreach?

Members with an understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts are better equipped to carry the message. If you are new to Nar-Anon and outreach, ask for help from a member experienced in outreach service and refer to Nar-Anon's Guide to Local Services (GLS) for more information. All outreach efforts should be carried out within Nar-Anon's Twelve Traditions and Twelve Concepts of Service. Additionally, remember no one member is a representative of Nar-Anon and should never portray themselves as such.

Outreach can happen at all levels of the fellowship.

- Individual members can distribute literature in their community (i.e. put up posters and flyers). One-on-one contact on a personal level can also be a powerful tool in spreading Nar-Anon's message. Sharing an area or region meeting list can play a role in the process.
- Groups can announce meetings via print, audio, or video PSAs, respond to requests for participation at local events and respond to requests for Nar-Anon presentations.
- Outreach committees coordinate area/regional outreach events and activities. They can also communicate with local groups to facilitate participation.

Public Relations Policy

Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.

Attraction not promotion

Tradition Eleven tells us "Our public relations policy is based on attraction rather than promotion".... Attraction, not promotion, what's the difference?

We attract when we:

- Share information about Nar-Anon
- Model healthy behaviors and interactions
- Cooperate with NA, treatment centers, institutions, individuals, and professionals
- Share what Nar-Anon means to us
- Focus on our personal recovery
- Share how we use the tools of the program
- Avoid gossip about the addict or others
- Protect anonymity for ourselves and others
- Share about how we protect anonymity

We promote when we:

- Tell others what to do
- Guarantee results
- Comment, criticize, or compare Nar-Anon to other programs or fellowships
- Take on the role as the spokesperson representing Nar-Anon

Nar-Anon outreach practices should be based on attraction, not promotion.

Cooperation not affiliation

Tradition Three states "The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend."

Nar-Anon focuses on cooperation to share its message of hope. Outreach is done through cooperation, the act of working together in a common effort with a common goal in mind.

We cooperate when we:

- Respect the needs or requests of those with whom we are working
- Provide Nar-Anon material
- Set up an information table where appointed
- Show up in twos to share when asked
- Follow the rules and procedures of the hosting facility
- Respect the agenda and time limits

We affiliate when we:

- Endorse any professional
- Endorse any treatment center
- Endorse any other entity or program
- Allow Nar-Anon's name or logo to be attached to any other organization, event or entity (i.e., on an event banner Nar-Anon's name and logo should not be used alongside other participants, but an individual Nar-Anon banner can be displayed).

Nar-Anon outreach practices should be based on cooperation, not affiliation.

Self-supporting

Tradition Seven states "Every group ought to be fully self-supporting, declining outside contributions." It is true we cannot accept outside contributions, but as a non-profit organization, Nar-Anon can receive the benefits given to non-profits, such as reduced rates for meeting space and public service announcements in community calendars, day book or community news listings which are important to outreach.

Anonymity

The assurance of anonymity is essential to our efforts to help other families and friends of addicts. The Twelfth Tradition reminds us that the spiritual base of Nar-Anon and Narateen principles are found in the equality expressed in anonymity. (Excerpt from GLS, "Anonymity within Nar-Anon")

Tradition Eleven gives specific guidance by stating "...we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media..." and is important to understanding anonymity as it relates to outreach. Please refer to the GLS section "Anonymity Outside of Nar-Anon" for more information on anonymity as it applies to outreach.

Nar-Anon As It Relates To Others

Refer to The Nar-Anon *Guide to Local Services* (GLS) for information under the following headings:

Cooperation with Narcotics Anonymous

Outside Agencies

- Speakers from the Helping Professions
- Sharing Services
- Members – Outside Involvement

Commercial Enterprises

- Films
- Magazines

Religion/Philosophies

- Meetings
- Retreats
- Events

Dilution of the Nar-Anon Program

- Outside Therapy
- Professionally Conducted Family Therapy Groups

Outreach to the Public

Refer to The Nar-Anon *Guide to Local Services* (GLS) for information under the following headings:

- Free Listings in Newspapers, Paid Ads, and Meeting List Directories
- Information Line/Answering Services
- Literature for Outreach to the Public
- Posters/Flyers
- Audio/Video PSA

Maximizing Outreach Efforts

The local service structure (Area Service Committee – ASC and/or Regional Service Committee – RSC) is responsible for establishing committees and defining their roles. If there is an established outreach committee, explore how you can get involved. If not, ask if an outreach committee can be formed to help maximize outreach efforts. Unity guides outreach and together we can do what we cannot do alone. The following information is offered as a guide.

Outreach Committee

An outreach committee acts as a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. Its mission is to provide information about Nar-Anon to agencies and the public, following Nar-Anon's principles found in the Twelve Steps, Twelve Traditions, and Twelve Concepts. The committee should become familiar with the GLS section, Outreach to the Public.

The local service structure may also offer support to local groups for outreach efforts, such as providing literature for public outreach.

Activities of the committee may include one time, periodic and/or ongoing engagement that may include:

- sharing of materials (i.e., putting up posters, dropping off literature, etc.),
- setting up an information booth (i.e., participation in annual community fairs and festivals, health fairs, drug awareness/prevention events, etc.),
- recurring outreach presentations (i.e., monthly participation at drug treatment center family day, etc.; see page 10 for suggested Talking Points for crafting your presentation)
- ongoing efforts via media (i.e., use of print/audio/video PSAs, posting on area/regional websites, etc.).

The primary objective is to have a systematic approach to informing agencies and the public that help is available for families and friends of addicts. Consideration of the following may be helpful to the process.

Target Audience

It is important to identify the audience you will be addressing and craft your efforts to best carry Nar-Anon's message to them. See Where Outreach Can Happen (page 9) for a list of places for outreach efforts.

The Message

The specifics of the event or venue will have bearing on how Nar-Anon information is presented. Whether dropping off literature, setting up a booth or addressing a group, it is important to make the presentation welcoming and attractive to those in need. Keep in mind Nar-Anon's Public Relations Policy (see page 3) as you craft the message and presentation.

Methods of Contact /Relationship Building

While phone and email contact are acceptable, personal contact is always preferred. Whenever possible, build on the relationships already existing between Nar-Anon members and those in the target audience. (See suggested Talking Points for initial contact on page 10.)

Ongoing Activity

Committee members work to maintain relationships with established contacts, participate in outreach opportunities, and/or establish new contacts. The specifics of carrying out these tasks can be addressed in regular committee meetings.

Yearly Calendar of Outreach Events and Contacts List

A calendar of outreach events can be a format for establishing outreach opportunities to be carried forward. The calendar and contact list can help maintain relationships and build on recurring outreach opportunities.

Financial Processes

Concept Eleven: Nar-Anon funds are used to further our primary purpose to carry the message and must be managed responsibly.

When funds are made available for outreach efforts by the local service structure, wise stewardship and accountability for funds is important. The following is offered as a guide for the process.

Budget

The outreach committee may submit an annual budget proposal to the local service structure. Items you may want to consider for the budget: literature, literature stands, and postage.

Expenditures for outreach are submitted to the local service structure for reimbursement, with receipts included. When necessary, a request for advancement on a larger purchase may be made to the funding body beforehand. In that case, all expenses must be documented and leftover funds, if any, returned to the treasurer. (See Appendix, page xv for sample reimbursement form).

Internal Guidelines

The outreach committee may develop internal guidelines to facilitate the work of the committee and support the efforts of the group, area or region. Regular communication between the Outreach committee and the supporting body are helpful to the process.

The World Service Outreach Committee is available as a resource and to support outreach efforts. Questions? Email outreach@nar-anon.org

Outreach Resources

Nar-Anon Family Groups Website

A valuable source for outreach information and ideas is the Outreach landing page of the Nar-Anon Family Groups website - <http://www.nar-anon.org/outreach/>

This is your source for downloadable outreach materials and ideas designed to help you carry Nar-Anon's message of hope. A copy of some of the materials is included in the appendix. These items are marked with an asterisk* and can be photocopied. Outreach literature for distribution to the public can be downloaded and printed. Check the Outreach landing page Narateen section for Narateen outreach materials.

If you do not have access to a computer or the internet, call the World Service Office (WSO) at (800) 477-6291 to place an order for outreach material. A packet of printable outreach literature is available for purchase and can be used as master copies for printing. Literature included in the packet is marked with a wedge^.

- **Nar-Anon Logo Kit** <https://www.nar-anon.org/logokit/?rq=Logo%20kit>
- **Outreach Cover Letters**
 - ^Nar-Anon Cover Letter for Professionals <https://www.nar-anon.org/s/O-415-16-05-30-Information-about-Nar-Anon-for-Professionals-pcf7.pdf>
 - ^Nar-Anon Cover Letter for Family and Friends <https://www.nar-anon.org/s/O-414-16-05-30-Information-about-Nar-Anon-for-Friends-Families-of-Addicts.pdf>
 - ^Narateen Cover Letter for Professionals <https://www.nar-anon.org/s/O-430-12-08-26-AboutNarateenfortheProfessional.pdf>
- **Nar-Anon Public Service Announcements (PSA)**
 - **Print PSA* – for use in newspapers, online classified advertisements and other print media. https://www.nar-anon.org/s/WS_OutReach_Tools_PSA.pdf
 - Audio PSA* – for use on local radio stations, public service airtime, broadcast at public events (i.e., baseball parks, health fairs, etc.) <https://www.nar-anon.org/s/Nar-Anon-PSA-Audio.m4a>, <https://www.nar-anon.org/s/Nar-AnonPSAAudio.mp3>, <https://www.nar-anon.org/s/Nar-AnonPSAAudio.mp4>
 - Video PSA* – for outreach via Nar-Anon related websites and other digital forums <https://www.nar-anon.org/s/Nar-Anon-PSA-Video.mov>
- **Tri-Fold Brochures**
 - ^ ***Nar-Anon Offers Hope*** <https://www.nar-anon.org/s/O-406-14-10-22Nar-AnonOffersHope.pdf>
 - ^ **Narateen Outreach** <https://www.nar-anon.org/s/O-432-14-10-12-Narateen-Outreach-1.pdf>
- **Flyers** (interactive so you can add meeting information)
 - ^ ***Pull-Tab Flyers*** – one of three versions is interactive <https://www.nar-anon.org/s/O-417-Pull-Tab-Flyers-revised-4-11-2018.pdf>
 - ^ ***Outreach Flyer*** – three flyers per 8 ½ X 11, prints front and back <https://static1.squarespace.com/static/53714efae4b0db8de8cdfaf8/t/59ced6ee2278e777855425ad/1506727663201/3+piece+Outreach+flyer+fillable.pdf>
- ^ ***Outreach Poster*** – interactive so you can add meeting information <https://www.nar-anon.org/s/Interactive-Downloadable-Outreach-Poster.pdf>
- ^ ***Contact Card*** – interactive so you can add meeting information <https://www.nar-anon.org/s/contact-card-outreach-FINAL3.pdf>

- **Guides**
 - *Informing the community about a new meeting <https://www.nar-anon.org/s/O-414-16-08-09-Informing-the-Community.pdf>
 - *Checklist for an outreach booth <https://www.nar-anon.org/s/Checklist-for-Outreach-Booth.pdf>
- **Public Outreach PowerPoints**
 - Version 1 – includes the full text of the Twenty Questions, for continuous-loop presentation (i.e., on a laptop in an outreach booth) <https://www.nar-anon.org/s/Public-Outreach-Powerpoint-Version-1-Final.ppsx>
 - Version 2 - includes image of the Twenty Questions with instructions to "Give out copies and read each question". Suggested for member-facilitated presentations <https://www.nar-anon.org/s/Public-Outreach-Powerpoint-Version-2-FINAL.ppsx>
- **Outreach Opportunities** (seven step-by-step guides for outreach efforts)
 - *How to distribute Nar-Anon literature in your community <https://www.nar-anon.org/s/Outreach-Opportunity-1-tk6x.pdf>
 - *How to create information packets for outreach to individuals <https://www.nar-anon.org/s/Outreach-Opportunity-2.pdf>
 - *How to create information packets for outreach to professionals (<https://www.nar-anon.org/s/Outreach-Opportunity-3.pdf>)
 - *How to post Nar-Anon information to free online classified ad site <https://www.nar-anon.org/s/Outreach-Opportunity-4-ph6n.pdf>
 - *How to distribute the Nar-Anon audio PSA for radio air time <https://www.nar-anon.org/s/Outreach-Opportunity-5.pdf>
 - *How to distribute the Nar-Anon video PSA <https://www.nar-anon.org/s/Outreach-Opportunity-6.pdf>
 - *How to reach out to the community through special local events (<https://www.nar-anon.org/s/Outreach-Opportunity-7.pdf>)

Where Can Outreach Happen

Here are some suggestions for outreach efforts. Always check with the venue and ask permission before beginning your outreach work.

- Treatment facilities (i.e., detox services, rehabilitation services, residential/halfway houses, sober living homes, outpatient services)
- Police/Prison/Jail/Courts (i.e., probation and parole officers, bail bonds services, drug court)
- Hospitals (i.e., emergency room, social work support service)
- Schools – public, private, community college/trade schools, colleges and universities (i.e., guidance/counseling office)
- Churches (i.e., pastors, ministers, ministerial alliances, religious community coalitions)
- Professionals (i.e., mental health, social work, counselors, psychologist, psychiatrist, doctors)
- Public locations (i.e., community centers, libraries, laundromats, gyms/health clubs, men/women/family shelters)

Outreach Reminders

General

- Keep the principles of the program in mind when doing outreach – attraction, not promotion; cooperation, not affiliation; self-supporting; anonymity.
- Select panel members, speakers, and chairpersons with knowledge and willingness to adhere to the principles of the program.

- Ensure that a clear Nar-Anon message of experience, strength and hope is carried by all members involved in outreach.
- Partner with one or more members for outreach.
- Protect the anonymity of all persons.
- Have current meeting directories available.
- Start and end on time!
- Emphasize Nar-Anon is available to all relatives and friends of addicts.
- Clearly state Nar-Anon is not affiliated with the host and other fellowships. Attempt to get all agreements in writing.
- Use good judgment.
- Understand and obey the rules of the host.

Treatment Facilities

- Select panel members, speakers, and chairpersons without a family member or friend in the facility.
- Always adhere to the security regulations at all times.
- Stay on topic and avoid discussion of the facility, facility staff, or outside issues.
- Avoid showing favoritism to any resident, sharing contact information, or carrying messages into or out of the facility.
- Money or gifts should not be received from or given to anyone in the facility.

Talking Points

Initial Contact About Nar-Anon with Professionals

- Who** Give your first name (and last if you are comfortable)
- What** Nar-Anon – tell what it is
- Why** Give reason for call – i.e., request permission to drop off literature, schedule a presentation, ask for audio/video PSA broadcast, etc.
- When** Confirm time to schedule literature drop-off, make a presentation or broadcast audio/video PSA
- Where** Confirm location of literature drop-off, presentation or audio/video PSA files transfer
- How** Clarify how the literature drop-off, presentation, or audio/video PSA files transfer will happen

Outreach Presentation Planning – things to consider

- What is Nar-Anon?
- How did you discover Nar-Anon?
- How did you feel at your first meeting?
- Give examples of denial of addiction.
- Give examples of enabling behaviors.
- How did you come out of denial?
- What tools do you use to cope?
- Why focus on yourself when your loved one is suffering?
- How do you let go of control?
- How has Nar-Anon been helpful?

Outreach Booth/Table Set-up Suggestions

Our public relations policy is based on attraction, rather than promotion. How can we apply our policy to an outreach booth or table set-up? Consider the following:

- Organize the tabletop display for eye appeal. Consider using a Nar-Anon color poster as a stand-up display by mounting on poster board or a stand. Multiple poster options are available in the Web Store. Select those best suited to your event's audience.
- If a logo is needed for a special project, please use only conference-approved Nar-Anon logos available in the Nar-Anon Logo Kit. To request a kit, visit <http://www.nar-anon.org/logokit/?rq=Logo%20kit> on the Nar-Anon Family Groups website. The kit includes multiple resolution versions of the logo for use in event posters, regional websites, group flyers, convention material, tablecloth/runners, etc.
- Using a cloth large enough to drape over the front and sides of the table creates an attractive presentation.
- If possible, display brochures, flyers, meeting schedules, etc. in a display rack or brochure/flyer holder.
- If your display includes books or other literature, which would be for sale at a meeting, label conspicuously as "display only."

APPENDIX

Public Service Announcement (PSA – for print media)

Contact Card

Guides

Informing the community about a new meeting

Checklist for an outreach booth

Outreach Opportunities

(7 step-by-step guides for outreach efforts)

How to distribute Nar-Anon literature in your community

How to create information packets for outreach to individuals

How to create information packets for outreach to professionals

How to post Nar-Anon information to free online classified ad site

How to distribute the Nar-Anon audio PSA for radio airtime

How to distribute the Nar-Anon video PSA

How to reach out to the community through special local events

Forms

Literature Count Form

Outreach Committee Reimbursement Form

Public Service Announcement (PSA)

Addiction is a family disease. It affects the relationships of those close to the addict: parents, spouses, siblings, children, longtime friends, and employers. If someone's addiction is affecting you, first you must help yourself. Nar-Anon is a twelve step support group for families and friends of addicts. There are no dues or fees to join. Just come to a meeting. You will hear others, who are going through similar problems, talk about how they cope and find recovery.

To locate a meeting in your area, go to our website at www.nar-anon.org or call (give local hotline phone number).

Outreach Contact Card


An Outreach Contact Card is available for download from the World Service Website Outreach landing page. The contact card template prints front and back on business card stock (10 cards per page) and allows local groups to add contact and/or meeting information before printing. The card can also be printed on card stock and cut to size.

Front

Are you struggling with a loved one's
Addiction?
Nar-Anon Family Groups Can Help

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve-step program, we offer our help by sharing our experience, strength and hope.

Back



For more information:
Nar-Anon Family Groups
1-800-477-6291 • www.naranon.org
or contact



INFORMING THE COMMUNITY ABOUT YOUR NEW MEETING

Outreach is essential to spreading public awareness of the Nar-Anon program and is easy to do. Here are three low-cost ways to get information about your new meeting to the public.

1. Add your group information to the downloadable poster (you may make copies of this piece) and post on bulletin boards at libraries, doctor/dental/mental health offices and waiting rooms, treatment centers, hospitals, churches, restaurants, supermarkets, laundromats, oil change/car wash businesses, post offices, sheriff/police offices, barber shops, hair salons, movie theaters, etc.
2. Contact local and community newspapers and television stations about free postings on their community events, calendar pages, or bulletin boards.

Sample: Are you affected by someone else's addiction? Nar-Anon offers hope. You are welcome to join our group for a meeting of support where we share our experience, strength, and hope. (Include day/time, location, address of local meeting.)

Sample: Addiction is a family disease. It affects the relationships of those close to the addict: parents, spouse, siblings, children, longtime friends, and employers. If someone's addiction is affecting you, first you must help yourself. Nar-Anon is a twelve step program for families and friends of addicts. There are no dues or fees to join - just come to a meeting. You will hear others, who are going through similar problems, share about how they cope and find recovery. To locate a meeting in your area, go to our website at www.nar-anon.org or call (give local hotline phone number).

3. Post meeting information to an online classified ad. Here is a step-by-step guide for posting Nar-Anon information to free online classified ad sites.

Do an Internet search to locate the free classified ad site in your area and follow the directions. Directions may include the following steps:

- a. Go to the website
- b. Choose "Post to Classifieds"
- c. Choose "Community"
- d. Choose "Groups"
- e. Fill out the form (Note: If you would like to protect your anonymity, you do not need to list contact information. You can create an email address just for outreach efforts.)

Sample:

- Enter email address
 - Choose if/how you want email handled
 - Posting Title: Nar-Anon Meeting - Tuesdays 7 p.m.
 - Posting Body: The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve step program, we offer our help by sharing our experience, strength, and hope. Please join us for an evening of support and recovery.
 - Choose if you want to include a map
 - Choose if you want to include an image (the enclosed poster or our trademarked logo available at www.nar-anon.org/logokit/)
- f. To complete the post, you may need to respond to an email from the classified ad site and accept their terms and conditions

g. Depending on your location, ads may expire in 7 to 45 days and will need to be reposted

Visit <http://www.nar-anon.org/outreach/> for additional outreach ideas, tools, and guides.

Have questions? Need outreach support? Please email outreach@nar-anon.org

O-414 16-07-23 Informing the Community About Your New Meeting This may be photocopied Approved
for Fellowship Review

Checklist for Outreach Booth

Event Name	Location	Dates/Times

Event Contact Information

Name	Phone#	Date	Notes

Event Details and checklist

Send out volunteer flyer?	<input type="checkbox"/>	Table Items: Literature Rack Pamphlets Outreach Packets Books (if selling) Money box Ledger/Change Local meeting lists Business cards if applicable Business card drop box Give-aways (pens, keychains, etc) Pens and scratch paper	<input type="checkbox"/>
Located inside or outside?	<input type="checkbox"/>		<input type="checkbox"/>
Canopy needed?	<input type="checkbox"/>		<input type="checkbox"/>
Is there a signage area?	<input type="checkbox"/>		<input type="checkbox"/>
Do we have: Banners?	<input type="checkbox"/>		<input type="checkbox"/>
Steps?	<input type="checkbox"/>		<input type="checkbox"/>
Traditions?	<input type="checkbox"/>		<input type="checkbox"/>
Outreach poster?	<input type="checkbox"/>		<input type="checkbox"/>
Tables & chairs provided?	<input type="checkbox"/>		<input type="checkbox"/>
How many tables needed?	<input type="checkbox"/>		<input type="checkbox"/>
How many chairs needed?	<input type="checkbox"/>		<input type="checkbox"/>
Table covers provided?	<input type="checkbox"/>		<input type="checkbox"/>

Day of Event

Arrive early for set-up - Arrival time:

Have schedule on the table with the names and phones numbers of volunteers.

At each shift change, pass along any pertinent information and any money collected.

Remember to Smile

- ◆ Our goal is to spread awareness of the Nar-Anon program, letting people know help is available to the families and friends of addicts.
- ◆ Demonstrate compassion. Empathy allows others to identify with us. Our actions and interactions have the ability to attract potential members.
- ◆ Have local contact information available for those who may be in crisis.
- ◆ Encourage questions. If you don't know the answer, ask them to leave a phone # for response.

Outreach Booth Volunteer Schedule

Call all volunteers the day before the event with a reminder of their times.

It is suggested two people man the booth at all times. If only one is available, breaks should be scheduled.

Volunteers

Name	Phone#	Name	Phone#

	Day 1	Day 2	Day 3	Day 4	Day 5
Times/Days					
Close-out					

Enter the times of shifts in the left column and volunteer names in appropriate boxes for each time and day.

The *Close-out* person is the one responsible for materials and money at day's end.

Distribute Nar-Anon information (i.e., informational flyers, meeting schedules, trifold brochures, posters, etc.) to locations around the community.

Suggested Locations – bulletin boards at libraries, restaurants, supermarkets, laundromats, oil change/carwash businesses, post offices, barber shops, hair salons, movie theaters; doctor/dental offices, and waiting rooms. (See Nar-Anon Outreach Folder for additional suggestions.)

What to Do

1. Print/purchase copies of the information/literature your group would like to
2. During announcements at weekly meeting, encourage members in your group to help with distribution.
3. After meeting, discuss locations to target. As assignments are made, keep track of the specific locations and members assigned to them. Suggestion – set specific location categories for each week of the month, i.e. Week 1: libraries and post offices, Week 2: Supermarkets and Laundromats, etc.
4. Check/replenish information supply monthly.

If you have any questions or would like to request support with this challenge, please email outreach@nar-anon.org

Create information packets for individuals that include the Nar-Anon Offers Hope pamphlet, Information About Nar-Anon letter and a meeting schedule.

Suggested Uses – ask members to take packets to have available to share with individuals; set out packets at outreach event; mail packet to individuals requesting information.

Note - You can download all the referenced materials at the Outreach landing page of the Nar- Anon Family Groups website.

What to Do

1. *Print/purchase the *Nar-Anon Offers Hope* trifold pamphlet. Print/copy and use for outreach only. This pamphlet should not be copied or distributed for use in regular meetings. Note: If large quantities are needed, it is more cost effective to purchase the pamphlet from the WS Web Store.
2. *Print copies of *Nar-Anon Cover Letter for Family and Friends*.
3. Print copies of local, area or regional Nar-Anon Meeting Schedule.
4. Assemble packets for Individual outreach.
5. Check/replenish packet supply as needed.

If you have questions or would like to request help with this challenge, please email outreach@nar-anon.org

*Outreach materials should not be copied/distributed for use in regular meetings.

Note - If large quantities are needed, it is more cost effective to purchase from the Nar-Anon Web Store.

Create information packets for outreach to professionals that include the *Nar-Anon Offers Hope* pamphlet, a meeting schedule and *Information About Narateen for Professionals* letter, when applicable.

Suggested Uses - Ask members to take packets to share with professionals they may encounter; set out packets at outreach events; drop off or mail packets to professionals at treatment facilities, mental health centers, medical practices, law enforcement and criminal justice offices and schools (an internet search can help identify the professionals in your area). Mail packets to professionals requesting information.

Note - You can download all the referenced materials at the Outreach landing page of the Nar- Anon Family Groups website.

www.nar-anon.org/Outreach/

What to Do

- ***1.** Print/purchase the *Nar-Anon Offers Hope* trifold pamphlet.
- ***2.** Print/purchase the *Information About Narateen For Professionals* letter.
- 3.** Print copies of local, area or regional Nar-Anon meeting schedule.
- 4.** Assemble packets for Professional Outreach.
- 5.** Check/replenish packet supply as needed.

If you have any questions or would like to request support with this challenge, please email outreach@nar-anon.org

*Outreach materials should not be copied/distributed for use in regular meetings.

Note - If large quantities are needed, it is more cost effective to purchase from the Nar-Anon Web Store.

Post Nar-Anon information to free online classifieds ad site.
Suggested Use - Post Nar-Anon general information and meeting schedule.

What to Do

Do an Internet search to locate the free classified ad site in your area and follow the directions. Direction may include the following steps:

1. Go to the website.
2. Choose "Post to Classifieds".
3. Choose "Community".
4. Choose "Groups".
5. Fill out the form. Note: If you would like to protect your anonymity, you do not have to list contact information. You can create an email address just for outreach efforts.

Sample:

- Enter email address.
- Choose if/how you want email handled
- Posting Title: NAR-ANON MEETING TUESDAYS 7PM
- Posting Body: "The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve-step program, we offer our help by sharing our experience, strength, and hope. Please join us for an evening of support and recovery, you're only a stranger until you walk through the door."
- Choose if you want to include a map.
- Choose if you want to include an image.

6. To complete the post, you may need to respond to an email from the classified ad site and accept their "Terms and Conditions."
7. Depending on your location, ads may expire in 7 to 45 days and need to be reposted.

If you have questions or would like to request support with this challenge, email outreach@nar-anon.org

Request local radio station's Public Service Announcement (PSA) time to share Nar-Anon Audio PSA.

Suggested Use - local radio stations public service airtime, broadcast at public events (i.e., baseball parks, health fairs, etc.)

What to Do

1. Using the telephone book or the internet, compile a list of local radio stations and their contact information.

2. Call the radio station during normal business hours and ask to speak to the person responsible for the station's PSA broadcasts.
3. When you reach the person responsible for PSAs, identify yourself as a Nar-Anon member, briefly explain the program, the PSA and ask if the station would be willing to broadcast the 30-second PSA. A sample script might read . . .

"My name is Jane and I am a member of Nar-Anon Family Groups a worldwide 12-step fellowship for those affected by someone else's addiction. Nar-Anon recently developed a 30-second audio PSA directing the listeners to find information about Nar-Anon at our website or toll-free number. Would the radio station be willing to broadcast this PSA?"

4. If the designated person is not available, ask if you may leave a message or get email contact information. Via message or email, share the above information and include your contact information.
5. If the station agrees to air the PSA, go to <https://www.nar-anon.org/s/Nar-Anon-PSA-Audio.m4a> to find the Audio PSA and follow the instructions.
6. If a station agrees to air the PSA, follow-up with a thank you message, expressing Nar-Anon's gratitude for the airtime. This vital step cultivates positive relationships with the public and businesses.
7. If the station does not agree to air the PSA, it is a good practice to follow-up with an email thank you asking them to please consider Nar-Anon for a future PSA. Remember to check back with the station in the future.

If you have questions or would like to request for support with this challenge, please email outreach@nar-anon.org

Share Nar-Anon 30 Second Public Service Announcement (PSA).

Venue suggestions: Local television stations, movie theaters, internet, doctor's waiting rooms, hospital ER waiting rooms, court and judicial waiting areas, treatment facilities, and sport venues. You may think of others in your community.

What to Do

1. Contact the venue you have selected. When you reach the person responsible for PSAs, identify yourself as a Nar-Anon member; briefly explain the program, the video PSA, and why you feel the video is important. Let them know you are available to come in, preview the video and answer any questions.
2. When you make the call, you may want to say something like:

"My name is _____, I am a member of Nar-Anon Family Groups a worldwide 12-step fellowship for those affected by someone else's addiction. Nar-Anon recently developed a 30-second video PSA directing viewers to the Nar-Anon website or toll-free number for more information about the program. Would you be willing to preview this PSA, and consider using it as part of your PSA programming?"

3. If the designated person is not available, ask if you may leave a message or request email contact information. Via message or email, share the above information and include your contact information.
4. If the contact agrees to show the PSA, go to the Nar-Anon website Outreach page. Scroll down to Video PSA and click on the "download video" link to download the video file to your computer. Attach the video to an email, send it to the contact and make contact to confirm they have received the file.
5. Follow-up with a thank you message, expressing Nar-Anon's gratitude for their willingness and support. This vital step cultivates positive relationships with the public and businesses.
6. If no agreement is made to show the Video PSA, thank them for their consideration and ask them to please remember Nar-Anon in the future. Check back with the contact at a later date.

If you have any questions or would like to request for support with this challenge, please email outreach@nar-anon.org

To reach out to the community and professionals while participating in special events (Health Fairs, Recovery Events, Public Awareness Events).

What to Do

1. Search the internet for calendars and contact information for groups/organizations (recovery/drug coalition, health fairs, local community events, etc.) holding special events.
2. Contact the above and share our Mission and/or Vision Statement.
3. Ask for information on registering and request an opportunity to share Nar-Anon's message of hope at the event.
4. Complete the specified registration. (If necessary)
5. Use the Checklist for Outreach Booth (see Appendix page v) to organize for the event.
6. While at the event. in the spirit of attraction, reach out and connect with other groups and professionals participating. In this way, you can share Nar-Anon's message while making important contacts within the recovery community. This is an opportunity to share Nar-Anon as a resource for those who may have contact with families and friends of addicts and can make information about

Nar-Anon available to them. Be sure to follow up with all contacts.

If you have questions or would like to request support with this challenge, email outreach@nar-anon.org

Outreach Committee Reimbursement Form *

Date: _____

Name/Requestor: _____

Date of Purchase	Item Purchased (Place and Purpose)	Amount

Total Amount of Reimbursement: _____

Submitted to: _____

Submitted on: _____

Reimbursement Received on: _____

* Attach receipt and submit per Group / Area / Region Guidelines

THE TWELVE TRADITIONS OF NAR-ANON FAMILY GROUPS

1. Our common welfare should come first; personal progress for the greatest number depends on unity.
2. For our group purposes there is but one authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants – they do not govern.
3. The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or N.A. as a whole.
5. Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.
6. Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all N.A. members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

THE TWELVE CONCEPTS OF NAR-ANON SERVICE

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Regular, two-way communications are essential to the fulfillment of all these concepts and the integrity and effectiveness of our services themselves.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance