THE NAR-ANON FAMILY GROUPS'

GUIDE TO LOCAL SERVICES

2025

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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.**

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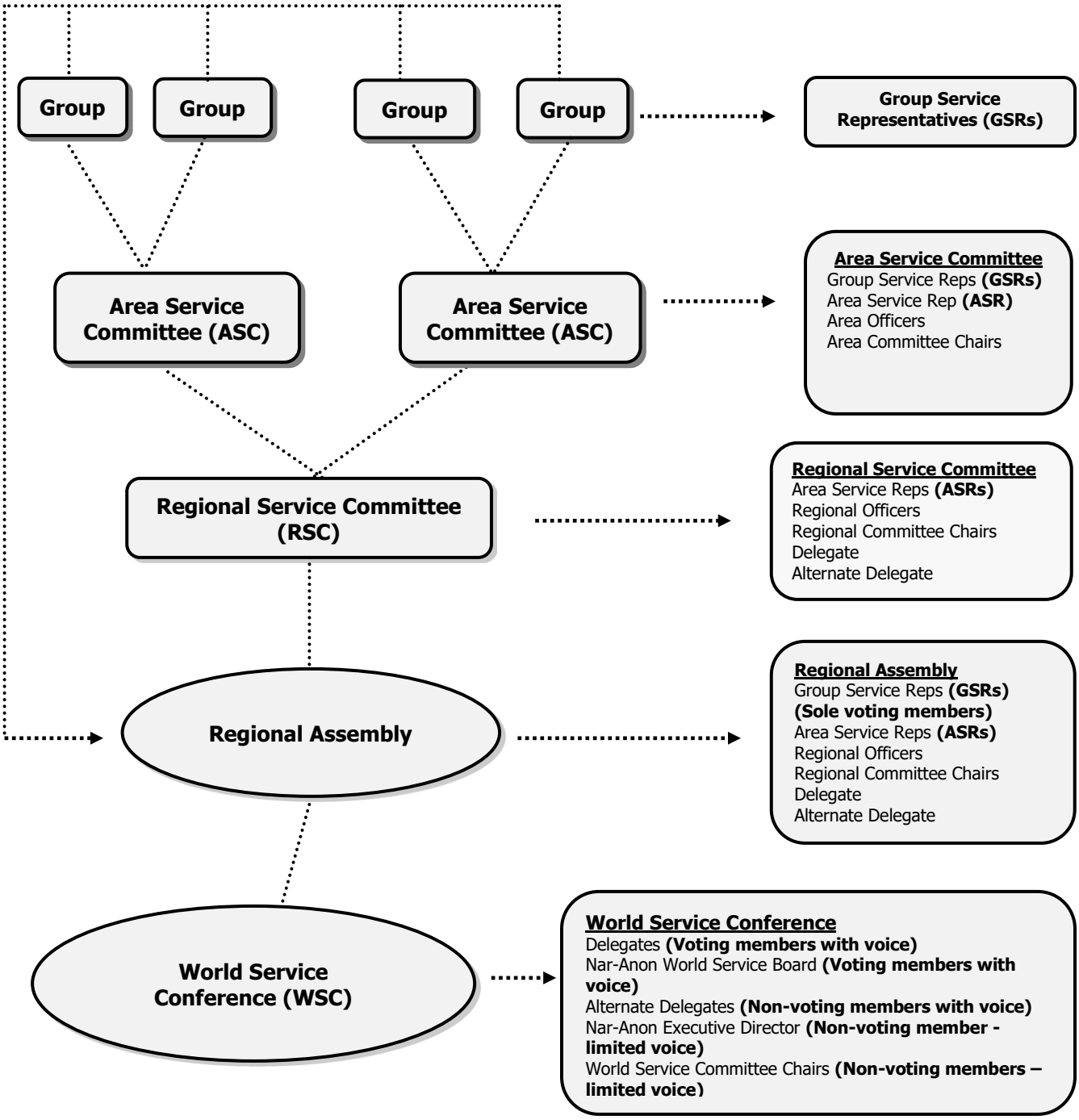
INTRODUCTION

The Nar-Anon Family Groups' Guide to Local Services is for members of the fellowship who have found the personal growth and continuous recovery that come from taking an active role in the Nar-Anon program. This guide is one of many Nar-Anon tools that can be used on the road to recovery. *The NFG Guide to Local Services* can serve as a vehicle to the many ways Nar-Anon members can be of service to the fellowship. Service is a wonderful way to give back to the program for the peace and serenity members receive when using the tools of Nar-Anon.

While Tradition Nine states in part, "Our groups as such, ought never to be organized," it does suggest that an orderly structure and reasonable procedures will make it possible for Nar-Anon to carry the message with maximum effectiveness.

This guide is a resource to those in every country committing themselves to providing services necessary to carry the message to the families and friends of addicts. Parts of it may prove to be incompatible for use because of geography, national or provincial law, cultural differences, or the developmental state of a particular Nar-Anon community. If this is the case, adjustments may be made to this guide to meet the needs of the group or service body, provided these adjustments serve our one purpose and are consistent with Nar-Anon's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and Nar-Anon's Mission and Vision Statements. The services selected by the group conscience of each Nar-Anon community may be acceptable, even if they are not yet described in a Nar-Anon service manual. In observance of Tradition Four, the Nar-Anon World Service Office requests to be informed of any such adjustments. For further information contact Nar-Anon WSO.

NAR-ANON LOCAL SERVICE STRUCTURE



MEMBERSHIP IN NAR-ANON AND NARATEEN

Anyone who feels their life is or has been affected by close contact with an addict is eligible for membership in Nar-Anon. Narateen is part of the Nar-Anon program for teens (ages 13 and up to the age a person is considered an adult in the country in which they reside) affected by someone else's addiction. Narateen meetings are closed, except by group conscience.

HOW TO START A NAR-ANON GROUP

Registration of Groups

The establishment of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon or Narateen member.

If there is no group in your community, contact WSO by phone at 800-477-6291 or visit the website http://www.nar-anon.org/groups/ for information on how to start a group. If there are established Nar-Anon Family Group meetings in your community, you are encouraged to reach out to those groups for support and information.

The first step in getting a group started is finding at least one other person sharing your concern. It is easier to start a group with two or more people. The second step is finding a meeting place, usually in a church, school, community center, hospital, or rehabilitation center. Some choose a location and time coordinated with an NA meeting. Our Seventh Tradition states: *Every group ought to be fully self-supporting, declining outside contributions*. Expenses include a donation for use of the meeting room. Having a permanent mailing address and an email address, such as the group secretary's, will ensure your group receives services from WSO.

After a meeting place is found, contact WSO, your region, and order a New Group Packet. The packet includes all necessary information and literature to start a meeting. Group registration forms are available online and at the end of this guide.

Here are some suggestions to attract members to your group: Inform clergy, doctors, social workers, and others in your community who may come in contact with families and friends of addicts. This can be done by mail and you can keep your anonymity. Some newspapers will include Nar-Anon listings in the local events columns without charge. The Nar-Anon website under "Outreach" (http://www.nar-anon.org/outreach) provides cover letters that are downloadable.

Do not be discouraged if the group grows slowly or if members drop out. There are many reasons why people do not continue to attend, even if your meetings are highly informative and helpful. Whatever the reason, Nar-Anon is only for those who really want it.

Choosing a Group's Name

A group may choose a name which includes the town or section of the town, meeting day or a phrase from our program that would be inviting to all. This is done by a group conscience. A group's name should not imply affiliation with any commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise, or by the use of a name associated with its location (e.g., the (blank) Church NFG or the (blank) Hospital NFG).

Institution/Limited Access Groups

Institution groups are Nar-Anon groups that meet in hospitals, treatment centers, correctional and other residential facilities. Surrounding groups are encouraged to help with the cost of literature and other expenses either directly or through the area or region.

Limited access groups meet in locations where general membership may not be able to attend. Some institution groups fall into the category of limited access groups. Groups meeting in correctional facilities, abused families' residences, juvenile homes, military bases, indigenous peoples' lands, or school settings would fall into this category. These are Nar-Anon or Narateen groups but membership may be limited because of location.

Virtual Groups

Virtual groups are Nar-Anon groups that use a virtual platform as their meeting place and who abide by the Twelve Traditions and the Twelve Concepts of Service. It is suggested to contact the local geographic Nar-Anon region, virtual region(s), World Service Office, or National Service Office and inquire about any virtual platform account the region or National Service Office may have for the group to use as a platform for their meeting. Regional information is available on our website (nar-anon.org): click on "Newcomers" and go to "Other Nar-Anon Sites."

SUGGESTED PROGRAMS FOR NAR-ANON FAMILY GROUP MEETINGS

Meetings follow an adopted format. They usually open with a moment of silence followed by the group reciting the Serenity Prayer. The chair or leader then reads the Preamble or the Newcomer's Welcome to the group. The Preamble is found on page 2 of our *Nar-Anon Blue Booklet*.

Volunteers, or members going around the room, read the Twelve Steps, Twelve Traditions, and Keeping Our Meetings Healthy. They may also choose to read The Family, Changing Ourselves, About Addiction, Helping, or other selections as decided by the group for its format. Most readings are found in the *Nar-Anon Blue Booklet*.

When there are new people at a meeting, it is suggested that experienced members briefly describe what brought them to Nar-Anon and what Nar-Anon has done for them. Some groups have a speaker, choose a central theme or topic, focus on a reading, do a step study, focus on a tradition study, or talk about a slogan. There are many subjects to choose from in our daily reader *Sharing Experience, Strength and Hope (SESH)*. More can be accomplished by dealing with a single topic on which each member can share. Sharing personal stories is often very helpful to other members.

Sample Format for Nar-Anon Meetings
(All readings are from the *Nar-Anon Blue Booklet*)

Leader/Chair - Hello, my name is _____. Let's open the meeting with a moment of silence followed by the Serenity Prayer on page 1.

Please silence all electronic/digital devices.

Is anyone here tonight at their first, second or third meeting? If so, will you please introduce yourself by first name only so we may welcome you? (*If there are new members, read the Newcomer's Welcome on page 3.*) *(If there are no new members, read the Preamble on page 2.)*

Leader/Chair - Ask members to introduce themselves, using first names only.

Leader/Chair - Ask members to read the following:
Page 7 Twelve Steps
Page 8 Twelve Traditions
Page 12 Keeping Our Meetings Healthy

Leader/Chair - Ask members to read one or more of the following:
Page 2 Mission Statement; Vision Statement
Page 4 The Family
Page 5 Changing Ourselves
Page 6 About Addiction
Page 13 Helping
Page 16 Just for Today

"Narateen is part of the Nar-Anon fellowship for teens affected by someone else`s addiction."

Leader/Chair - Once the meeting has opened, we only read from conference approved literature which can be found on the literature order form from WSO.

Leader/Chair - Ask for secretary's report and Nar-Anon announcements.

Leader/Chair - Our Seventh Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level.

Leader/Chair - Anything you hear tonight is strictly our own opinion. The principles of Nar-Anon are found in our Twelve Steps and Twelve Traditions. If a member says something here that you cannot accept, remember he or she is speaking from their own experience, they are not speaking for Nar-Anon. When you leave our meeting, take home those thoughts that will be most helpful to you,

forget those you feel will not be helpful, and keep coming back. We ask that you speak only as a member of Nar-Anon unless you were invited as a speaker from NA.

Leader/Chair - In Nar-Anon meetings, we do not engage in crosstalk. Personal progress for the greatest number depends on unity; therefore, we take turns sharing our own experience, strength, and hope. We do not interrupt each other or engage in dialogue; we do not put the spotlight on just one member; and we do not give advice, offer solutions, or try to rescue one another. By patiently listening, we show respect for each other and concern for the common welfare of the group. Loving interchange can occur outside the meeting time through one-on-one or group conversations, shared meals, e-mail, telephone, and sponsorship.

Leader/Chair - Present the topic and share.
(Use only conference approved Nar-Anon literature and limit sharing to between 3 and 5 minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.)

Leader/Chair - Open the sharing to the other members.

At the close of the meeting, Leader/Chair says - As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so that we might better understand this program and ourselves, and to give encouragement and help to the new members.

After a moment of silence, close the meeting in any manner consistent with our traditions and the principles of Nar-Anon.

Meeting Ideas

Plan Programs in Advance
The leader or chair will choose a topic found in our daily reader, *SESH,* or from other Nar-Anon literature. Members will usually share by going around the room, or popcorn style, where members choose to share when they wish to do so, keeping in mind that we do not engage in crosstalk or cross-conversation. We wait for each member to finish sharing before another member begins to share.

Personal Stories
Two or three members are asked before the meeting to tell how Nar-Anon has helped them find a new way of life.

Beginner Meetings
Newcomers find help more readily if their introduction to the program is kept simple. Beginner meetings give the fundamentals of the program and the Twelve Steps and Twelve Traditions, with less confusion than if the unfamiliar terms and ideas are encountered all at once.

Step Meetings
Experience has shown it is valuable to emphasize study of the steps. The group can encourage this by once a month having as a topic the step that corresponds with the month. There are helpful readings in our Nar-Anon literature. Members, including newcomers, will have an opportunity to comment on the step and how it applies to their lives.

The Twelve Traditions and the Twelve Concepts
The group studies one or more of the traditions or concepts and their value in maintaining group unity and growth, keeping in mind the goal of Nar-Anon worldwide unity. Currently, our fellowship and the World Service Literature Committee are working on books to cover these topics. Members who would like to write about the traditions and concepts may email the World Service Literature Committee at LitCom@Nar-Anon.org for information.

Slogans
Refer to our daily reader, *SESH*. There are helpful meeting topics on the slogans: "One Day at a Time," "Just for Today," "Keep it Simple," "How Important Is It," etc.

Don't Rely Solely on Visiting Speakers
At Nar-Anon meetings we learn by sharing our own experience; therefore, many interesting programs can be planned in which all members participate.

Suggested Format for Beginner Meetings

Beginner meetings are an important tool in Nar-Anon, introducing newcomers to the Nar-Anon program and providing information about the disease of addiction. These meetings give the newcomers a special opportunity to share and open their hearts to understanding members, something they may not, at first, feel comfortable doing at a regular meeting.

The average length of a beginner meeting is 30 to 45 minutes and held just prior to a regular meeting. These meetings are conducted by a Nar-Anon member with an understanding of the Twelve Steps and Traditions. Patience and tolerance, and the ability to listen, as well as the ability to explain our program to families and friends of addicts, are important assets. It is a good idea to have two or three regular members present to share a variety of experience, strength, and hope, as a backup team during the discussions. Members conducting a series of beginner meetings will find their own experiences are their most valuable source of meeting material.

General Suggestions for a Six-Week Series of Beginner Meetings

- Open the meeting with the Serenity Prayer and reading of the Newcomer's Welcome and the Twelve Steps and Twelve Traditions.
- Stress the importance of attending all six of the scheduled meetings.
- Explain what newcomers may expect at Nar-Anon meetings.
- Encourage participation in regular Nar-Anon meetings during and after completion of the series.
- Explain Narateen and the help it offers.
- Encourage newcomers to share their feelings and focus on their own recovery. This is an ideal time to emphasize the need for a sponsor.
- Stress the importance of using the telephone for support between meetings; have members' telephone numbers and local meeting lists available for distribution.
- Point out the importance of observing each member's anonymity and stress that gossip is detrimental to Nar-Anon and to each member.
- Explain briefly that Nar-Anon is a spiritual program not a religious one; we do not discuss specific religious tenets.
- Comment on the value of attendance at open NA meetings.
- End the meeting with the suggested closing and a moment of silence followed by the Serenity Prayer.

Sample Format for Beginner Meetings
(All readings are from the *Nar-Anon Blue Booklet*)

[Before the meeting, check this week's agenda from the Six-Week Series of Beginner Meetings listed in *The NFG Guide to Local Services (GLS)* on page 3-10]

Leader/Chair - Hello, my name is _____. Welcome to our Nar-Anon Family Group beginner's meeting. Let's open the meeting with a moment of silence followed by the Serenity Prayer on page 1.

Please silence all electronic/digital devices.

Leader/Chair reads the Preamble on page 2.

Leader/Chair reads the Newcomer's Welcome on page 3.

If there are Narateen meetings in the area, Leader/Chair - We also have Narateen meetings that are a part of the Nar-Anon fellowship for teenagers who are affected by someone else's addiction. Locations and times can be found on our meeting list.

Leader/Chair - In the spirit of anonymity, please introduce yourselves using first names only.

Leader/Chair - Ask members to read the following:

Page 7 Twelve Steps
Page 8 Twelve Traditions

Leader/Chair - As newcomers, we may believe we are here for the addicts, and by attending these meetings we will find out how to stop them from using. In fact, we are here because our lives are affected by our loved ones' addiction. Therefore, we can identify with Nar-Anon's First Step which states, "*We admitted we were powerless over the addict – that our lives had become unmanageable."* We discover the disease of addiction affects our loved ones' actions and behaviors. We soon learn we did not cause the addicts to use, we cannot control their actions, nor can we cure their addiction. We find we are here for ourselves.

Leader/Chair - We suggest attending the entire series of six beginner meetings in order to understand how Nar-Anon can help. In this meeting we encourage you to ask questions about our program and how our meetings work. However, when attending regular Nar-Anon meetings, we take turns sharing our experiences. We do not ask questions or comment on what others say, as this would be considered crosstalk. During this meeting, please feel free to share if you are comfortable, or you may pass and just listen. Keep an open mind when listening to others share. Take what you like and leave the rest. Remember, everything shared in this meeting is confidential. We will protect your anonymity and ask that you protect ours.

Leader/Chair - We have found help in the Nar-Anon Twelve Step Program where we learn about the disease of addiction. One of the ways we do this is by reading conference approved literature, also known as CAL. At meetings, we share and listen to members' experience, strength, and hope. Help can be found by communicating with members before and after meetings, through phone calls, emails, or texting. We can also develop a relationship with a sponsor.

Leader/Chair follows the week's agenda as defined in the *GLS* by reading the suggested CAL, encouraging an open discussion, and answering questions.

At the close of the meeting, Leader/Chair - As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so that we might better understand this program and ourselves, and to give encouragement and help to the new members.

After a moment of silence, close the meeting with the Serenity Prayer.

Suggested Six-Week Series for Beginner Meetings

Meeting Number	Resources for Background Material	Suggested Nar-Anon Literature for Newcomers
First Meeting **Explain the disease of addiction and its impact upon the family. Briefly discuss Step One, stressing that we are not responsible for the addict's behavior.**	***Nar-Anon Twelve Step Program* - Step One and *SESH***	***Open Letter to My Family*, *Nar-Anon Blue Booklet* - About Addiction (pg 6) & Helping (pg 13), and *Let's Talk - Do you Need Nar-Anon?***
Second Meeting **Continue discussion of Step One and living One Day at a Time.**	***Nar-Anon Twelve Step Program* - Step One and *SESH***	***A Guide for the Family of the User, Just for Today, Do's & Don'ts, and It's Not About Yesterday But Today***
Third Meeting **Review of Step One** **Discussion of the Slogans.**	***Nar-Anon Twelve Step Program* - Step One and *SESH***	***Detachment – The Key to Survival, Personal Stories*, and *Slogans bookmark***
Fourth Meeting **Discussion of Step Two.** **Discuss Serenity Prayer.**	***A Guide for the Family of the User, Nar-Anon Twelve Step Program* - Step Two and *SESH***	***Nar-Anon Blue Booklet* -The Family (pg 4), *Passport to Freedom* and Serenity Prayer**
Fifth Meeting **Discussion of Step Three. Understanding myself, letting go of my fears, resentments and self-pity.**	***Nar-Anon Twelve Step Program* - Step Three and *SESH***	***Nar-Anon Blue Booklet* -Changing Ourselves (pg 5) & Just for Today (pg 15)**
Sixth Meeting **Member's role in the group. Selecting a sponsor. Discuss the importance of selecting a home group and attending as many meetings as possible.**	***Let's Talk About Anonymity* and *SESH***	***Finding a Sponsor, Questions About Sponsorship in Nar-Anon***

Open/Closed Meetings

Open meetings may be attended by anyone interested in Nar-Anon. Closed meetings are only for Nar-Anon members; anyone whose life has been deeply affected by someone else's addiction. Narateen meetings are closed, except by group conscience. Please refer to Narateen section.

Recorded Meetings

Nar-Anon speaker meetings may be recorded, by group conscience and the permission of the speaker. At the opening of the meeting, it should be announced it is a speaker meeting that will be recorded. If by group conscience, the recordings will be made available to the members attending. A statement should be given informing the members that sharing of the recording is for personal use and should not be shared with anyone outside of the fellowship. We guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA

Note

Nar-Anon Family Group Headquarters, Inc. [NFGH, Inc.] has no responsibility in the matter of recording enthusiasts who realize a profit from the sale of recorded talks by Nar-Anon members.

GROUP STRUCTURE

Organizing a Nar-Anon/Narateen Family Group

Organizing a group should be kept simple. Officers are elected by group conscience to serve for a period decided by the group, often from three to six months. Regular rotation of service positions gives all members the privilege of serving. Officers are trusted servants, they do not govern. Every group needs a meeting leader, sometimes called a chair. A group will also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each Nar-Anon and Narateen group also has a group service representative (GSR) who participates in the wider service organization of Nar-Anon.

Duties of Group Officers

Chair/Leader

- Plans meetings in advance
- Opens the meeting with a moment of silence followed by the group reciting the Serenity Prayer
- Reads the Newcomer's Welcome and Preamble
- Introduces speakers or announces the topic of the meeting
- Invites new members to share (e.g., last 15 minutes of meeting)
- Helps establish committees, if these are necessary
- Can act as chair of the steering committee, when there is one

Secretary

- Handles all routine matters between the group and WSO including the annual group registration form which can be found at the end of this guide
- Handles any group correspondence
- Uses a home or other address to serve as a permanent mailing address
- Notifies WSO of any change in mailing address
- Notifies WSO when there is a change of group officers
- Keeps a current list of members' telephone numbers
- Makes announcements at meetings including WSO's appeal for contributions
- Orders conference approved literature (CAL) for the group (this may also be done by the treasurer or a literature chair)

Treasurer (may also be the Group Secretary)

- Passes the Seventh Tradition basket at group meetings
- Reports expenses paid and donations collected to the group secretary to be entered in the group's record book
- Collects and disburses funds as necessary
- Announces the current balance in the treasury and donations made to the area, region, and WSO

- Keeps a record of the group's expenses which may include rent; literature; contributions to area, region, and WSO whenever the group is financially able; and miscellaneous items, such as refreshments
- Monitors/maintains other expenses as listed on pages 9-3 and 9-4, "Use of Group Funds"

Group Service Representative (GSR)

The GSR is a vital link in the continuing function, growth, and unity of worldwide Nar-Anon. GSRs are elected by their groups for a term of a minimum of one year up to a maximum of three years. GSRs should be members with experience and stability in the Nar-Anon program and an understanding of the Twelve Traditions and the Twelve Concepts and how they work. It is suggested that each group have an alternate GSR.

The GSR

- Becomes familiar with the Nar-Anon Guides for Local and World Services
- Attends all area meetings and region assemblies, and reports to the group on the proceedings of these events
- Votes their group's conscience at area meetings and region assemblies
- Completes and submits the GSR registration form to the Regional Service Committee (RSC) secretary (a sample form is found at the end of this guide)
- Brings the group's viewpoint on any situation or problem concerning Nar-Anon to the area meeting or region assemblies

A GSR may be an officer of their area. If a GSR holds office at the area level, they may only vote as a GSR.

Sample Group Conscience Meeting Agenda

Call to Order

Read the Serenity Prayer
Read the Twelve Traditions and/or the Twelve Concepts of Service
Roll call
Approval of latest meeting's minutes (additions or corrections are made)

Reports

GSR's report on the business of the area service committee (ASC) and assembly
Treasurer's report
Subcommittees' reports

Sharing Session

General discussion of group concerns and issues

Old Business

Motions regarding business from previous meetings

New Business

Motions regarding business from this meeting

Announcements

Adjournment

Multiple Group Membership and Office-Holding

Nar-Anon members who attend several groups regularly and participate fully in all of them may consider themselves members of all those groups. However, it is suggested that members consider one group their home group. When voting on matters beyond the group level, it is suggested that members vote only at their home group.

Group membership entitles a person to vote and hold office. Whether members may hold office in more than one group is a matter of group autonomy. However, no member may be GSR of more than one group at the same time.

Dual Membership in Nar-Anon/Narateen and NA

Nar-Anon/Narateen members who are also members of NA are eligible to hold office within their Nar-Anon or Narateen groups. Active members of Nar-Anon who are also members of NA may serve as the facilitator of a Narateen group by virtue of their Nar-Anon membership. These are vital group services and, at all times, emphasis should be placed on the Nar-Anon program.

Nar-Anon/Narateen members who are also members of NA, do not hold office (including GSR and alternate GSR) beyond the group level in order to maintain the focus on the Nar-Anon program and to avoid the possibility of a conflict of interest at the area service level and beyond.

Group Conscience

> **Tradition 1** - *Our common welfare should come first; personal progress for the greatest number depends on unity.*
>
> **Tradition 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.*
>
> **Concept 6** - *Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.*

A group conscience is the collective viewpoint on matters affecting the group. Group conscience occurs anytime members make a decision in the best interest of a group, area, region, etc., or Nar-Anon as a whole. Arriving at a group conscience requires informative discussion by its members using the Guides to Local and World Services and adhering to the steps, traditions, and concepts of Nar-Anon in order to reach a decision. As members of a spiritual program, we invite our Higher Power to guide us throughout this process. When we treat each member with respect and learn by listening to one another, we can achieve unity. The group conscience is a spiritual principle in the Nar-Anon program. All members share responsibility for the healthy functioning of the group. The principle of group

conscience is used for decision making at all levels of Nar-Anon. Any member of the group can request a group conscience.

Group Conscience Meetings

> **Concept 3** - *The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*
>
> **Concept 6** - *Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.*
>
> **Concept 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.*
>
> **Concept 9** - *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.*

Group conscience meetings are held regularly to discuss any issue pertaining to the welfare of the group. Each group is autonomous but still has an obligation to work within the guidelines of Nar-Anon when determining how their group conscience meetings are conducted and when they are held. Through group conscience and group autonomy, our groups make decisions, such as

- types of meetings held by the group (e.g., beginner meetings, step meetings, tradition meetings);
- scheduling regular group inventories in order to keep meetings healthy;
- holding elections;
- group participation in area, region, or world events;
- issues to be discussed at group conscience meetings (e.g., group, area, region, and world service matters, such as the *Conference Agenda Report (CAR));*
- donating to the area, region, and WSO.

Group Problems

All groups are encouraged to resolve misunderstandings or disputes by applying the Twelve Traditions and the Twelve Concepts at the group level. The best source for solving group problems is the group itself. Mutual respect, open minds, accurate information, and discussing the issue calmly will lead the group to an effective resolution. If additional guidance is needed, research Nar-Anon service literature, review articles in the Nar-Anon Newsletter which may have addressed the group's problem, ask other groups for their experience and if necessary have the GSR take the concern to the area or regional service committee for suggested recommendations.

Autonomy of Groups

It is not within the authority of the RSC, NSO, or WSO to close a group because they disapprove of the manner in which a group practices the Nar-Anon program. However, it is within their authority to remove a group's information from their respective directories, meeting lists, and websites if the group is violating the principles and traditions of Nar-Anon. Appeals for reinstatement of a group's listing must start with their RSC.

AREA STRUCTURE

An area may be formed by Nar-Anon groups, with similar circumstances, to join together for mutual support and cooperation, and to provide a two-way communication channel to express the groups' conscience with their selected region. Approval for the formation of an area rests solely with the groups within the proposed area. Groups interested in participating in an area can take a group conscience to decide if they wish to be part of an area.

If this is a new area or an area that is not currently active, the interested groups can meet to elect such area officers as are needed. Following the election, the Area Service Representative (ASR) should contact their region and/or WSO to register the area and the area officers.

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

Area meetings give groups an opportunity to do the following:

- Elect area officers
- Hear GSR group reports
- Review, discuss, and disseminate information from WSO and the region, such as
    - *The NFG Guide to Local Services (GLS)*
    - *The NFG Guide to World Services (GWS)*
    - steps, traditions, and concepts
    - new conference approved literature (CAL)
    - *Conference Agenda Report (CAR)*
- Establish subcommittees, such as Narateen, events, outreach, telephone answering services, and others as deemed necessary
- Coordinate area events
- Organize workshops for sponsorship, service positions, and step/tradition study
- Share resources for outreach (e.g., hospitals, institutions, and public information)
- Encourage submission of writings to the World Service Literature Committee, and articles of interest to World Service Newsletter Committee and region newsletters
- Discuss and seek to resolve group concerns
- Elevate unresolved concerns or issues to region

Area Officers

Officers of the ASC are the area service representative (ASR), secretary and treasurer . Officers are elected to serve for three (3) years. Their term of service shall begin following the election.

ASRs are GSRs elected by the other GSRs in each area prior to the region's assembly. When GSRs are elected ASRs, they no longer serve as GSRs.

The ASR is the area chair and represents the area as a member of the RSC.

Duties of Area Officers

ASR

- Chairs the ASC meetings
- Attends all RSC meetings and assemblies
- Votes their area's group conscience at the RSC
- Brings the area's viewpoint to the RSC on situations or problems concerning their groups or Nar-Anon as a whole
- Reports on activities within their area
- Reports the region's activities to the area
- Visits all groups in the area providing support and direction, particularly for new groups
- Aids members starting new groups
- Works with groups to understand and apply the Twelve Traditions and the Twelve Concepts as needed in regard to fellowship activities
- Provides a current mailing list of GSRs in their area to the RSC secretary
- Urges groups to promptly complete and return group registration forms to WSO to ensure accuracy of WSO group directory and website
- Notifies the RSC and WSO of groups that have closed within their area
- Assists the delegate by keeping the GSRs informed of world service activities and World Service Conference (WSC) decisions

An ASR may be an officer of their region. If an ASR holds office at the regional level, they may only vote as an ASR at the RSC meetings. An ASR may not vote at an assembly.

Secretary

- Takes minutes of the ASC meetings and distributes them to its members
- Works with area officers to plan the meeting agenda
- Submits the agenda to GSRs in time for them to add items under new business
- Notifies ASC members of upcoming meetings
- Maintains a current mailing list of all GSRs in their area
- Informs the RSC of any changes in ASC officers

Treasurer

- Maintains the ASC's finances and keeps an accurate record of financial transactions
- Makes disbursements to cover ASC expenditures
- Reports the ASC financial status at each regular ASC meeting
- Prepares a special appeal letter to be sent to all groups, as needed, asking them to contribute to the ASC treasury to cover expenses

Subcommittees

An ASC may establish subcommittees to carry out the work within an area at its discretion and/or to support region priorities. These subcommittees may include, but are not limited to, Outreach, Literature, Narateen Convention, and Events. Subcommittee chairs shall be elected at an ASC group conscience meeting. Once a chair is chosen, the committee may elect its own officers. Regular meetings are usually held in central locations. Each subcommittee submits written reports, including budget reports of their activities and finances, at ASC/RSC meetings as needed.

Sample ASC Agenda

Call to Order

Read the Serenity Prayer
Read the Twelve Traditions and/or the Twelve Concepts of Service
Roll call
Approval of latest meeting's minutes (additions or corrections are made)

Reports

ASC officers' reports
Groups' reports
Subcommittees' reports

Sharing Session

General discussion of group concerns and issues

Old Business

Motions regarding business from previous meetings

New Business

Motions regarding business from this meeting

Announcements

Adjournment

REGIONAL STRUCTURE

A region may be formed by areas and/or independent groups to join together for mutual support and cooperation, and to provide a two-way communication channel to express the groups' conscience with the World Service Conference through the delegate and alternate delegate. Approval for the formation of a region rests solely with the groups within the proposed region. A minimum of two family groups are enough to form a region. There may be multiple regions established in a state, province, or country. The region supports areas and groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. The structure consists of the regional service committee (RSC) and the regional service assembly (hereafter assembly).

The RSC's purpose is to plan for the general improvement of groups and areas by holding regular group conscience meetings, and to conduct assemblies. Members of the RSC perform the duties described in these guidelines and follow any parliamentary procedures (*Robert's Rules of Order*) adopted at the assembly. Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups. All members and officers should be bound by Nar-Anon's Twelve Traditions and Twelve Concepts of Service.

RSC Officers

Officers of the RSC are the chair, vice chair, secretary, and treasurer. In the absence of a chair or vice chair, there may be an interim chair until an election assembly is held. Officers are elected to serve for three (3) years. Once elected, regional officers, while in office, may not serve as GSRs. The term of service shall begin following the election. To be of utmost benefit to those they serve, it is recommended that officers attend Nar-Anon meetings on a regular basis.

Chair

The chair should have leadership and organizational abilities and be capable of conducting group conscience meetings. The recommended experience for this position is three (3) years continuous service in Nar-Anon.

Duties

- Presides over all RSC meetings and assemblies
- Stays informed of all subcommittee activities and is available for support with any concerns
- Calls for an assembly after the WSC to hear the delegate's report
- Calls for assemblies whenever the RSC or delegate deems them necessary
- Signs all committee correspondence
- Is a co-signer on the RSC bank account
- Holds a post office box key if any

Vice Chair
The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the duration of the term or until an election assembly is held.
The recommended experience for this position is three (3) years continuous service in Nar-Anon.

Duties

- Is a co-signer on the RSC bank account

Interim Chair
This position is needed when areas are preparing to establish a region. It may also be necessary between assemblies if the offices of chair and vice chair become vacant. The recommended experience for this position is the same as for the Chair.

Secretary
The secretary keeps accurate minutes of each RSC meeting and assembly. The recommended experience for this position is two (2) years of service in Nar-Anon.

Duties

- Works with the RSC officers to plan meeting agendas
- Distributes minutes of RSC meetings and assemblies to members of the RSC
- Maintains archives of RSC meeting and assembly minutes to be passed to the incoming secretary
- Updates a log of all approved RSC and assembly policy motions and distributes it as needed
- Handles all RSC correspondence
- Keeps a current directory of RSC and assembly members
- Submits a copy of the approved assembly minutes to the WSC Committee (wscconference@nar-anon.org) verifying the election or continued endorsement of the delegate and alternate delegate prior to each conference
- Is a co-signer on the RSC bank account

Treasurer
The treasurer is the custodian of the RSC's finances and bank account. The recommended experience for this position is two (2) years continuous service in Nar-Anon.

Duties

- Maintains accurate records of RSC financial transactions
- Issues receipts for any contributions received
- Makes disbursements to cover RSC expenditures
- Submits a written report at each RSC meeting of all financial transactions that have occurred since the prior meeting
- Presents an annual summary of income and expenses to the RSC for budget planning

- Reports the RSC's current financial status at the assembly
- Presents the RSC's proposed budget at the assembly for approval
- Prepares a special appeal letter, as needed, to be sent to all groups requesting contributions to cover RSC expenses
- Forwards the delegate's equalized expense sum to WSO by the established deadline as set forth by the WSC committee
- Is a co-signer of the RSC bank account
- Note that four (4) co-signers are listed on the accounts, but only two (2) are needed to sign checks
- Holds a post office box key if any

Alternate Treasurer
The Alternate Treasurer should be willing to become treasurer at the end of the current treasurer's term. The recommended experience for this position is two (2) years continuous service in Nar-Anon.

Duties
- In the treasurer's absence, perform the duties of treasurer previously listed.
- In the event treasurer is unable to fulfill the duties of their position, assume the treasurer's duties until an election assembly can be held.
- Attend all RSC meetings and assemblies.

Removal of RSC Officers

RSC officers may be removed from their positions after written notification of non-compliance. A two-thirds (2/3) majority of the voting assembly members is required for removal of any RSC officer. Non-compliance includes, but is not limited to, failure to fulfill the duties of their positions, and failure to attend two (2) consecutive regular RSC meetings without prior notification to the chair. It is within the discretion of the RSC to accept a written report in lieu of attendance.

If removals or resignations occur during an RSC meeting, that position shall be filled on an interim basis at that time. If removals or resignations occur between regularly scheduled RSC meetings, the chair will call an interim assembly for a special election to fill the position until the next election assembly.

RSC Meetings

RSC meetings are held to conduct the business of regional and area matters as described below. These meetings are attended by officers, ASRs, regional subcommittee chairs, Narateen Process Person (NTPP), and the delegate and alternate delegate. All Nar-Anon members are welcome to attend. At the discretion of the chair, speaking by non-voting members may be limited.

The voting members are the officers (chair, vice chair, secretary, and treasurer); ASRs; delegate and alternate delegate; subcommittee chairs; and others as the region may deem appropriate.

The RSC

- Hears and discusses region and area reports
- Hears subcommittees' reports and reviews their activities
- Hears and discusses the delegate's report
- Reviews ways of keeping the groups informed and unified
- Establishes subcommittees
- Develops policies for assembly approval
- Develops the region's budget
- Raises funds for the delegate's equalized travel expenses to attend the WSC
- Drafts a slate of nominees eligible for election at the assembly

RSC Policies and Procedures

Spiritual Guidance of the RSC

The region shall be guided by the principles of unity, group conscience, and the spiritual nature of our fellowship.

Compliance of the RSC

In all of its actions the region shall comply with the following:

- The Twelve Traditions
- The Twelve Concepts of Service
- *The NFG Guides to Local and World Services*
- A current edition of parliamentary procedures (*Robert's Rules of Order*)
- Past region motions

Quorum

A quorum shall consist of more than 50% of voting members, or business will not be conducted.

Minutes

All meetings will be recorded and the resulting minutes distributed to members of the RSC and assembly. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

Motions

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second.

Tie Breakers
In case of a tie vote on any motion, a body of three (chair, treasurer, and secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tie breaker privileges do not apply in actions requiring a two/thirds majority.

Special Rules of Order
New business resulting from a member's report or recommendation is to be taken up in new business.

World Service Conference
The region will support Nar-Anon as a whole by sending a delegate and/or alternate delegate to the annual WSC held in California, USA. Proper notification must be given to WSC Committee (wscconference@nar-anon.org) by submitting assembly minutes in which the delegate and alternate delegate have been elected.

Contributions to WSO
The region will make regular donations to WSO of all funds over its established prudent reserve.

Subcommittees
The region will create and support subcommittees to respond to the needs of the region.

Conventions and Events
The region will encourage and support an annual convention within the region. When Nar-Anon groups are to participate in an NA or Nar-Anon region or area convention, a subcommittee shall be formed. To assure liaison with the RSC and the convention subcommittee, a subcommittee chair shall be elected at the assembly. The region will also encourage and support other area events.

Post Office Box
The chair or treasurer may establish a post office box to be a point of contact with the region. This box may be shared with an area if convenient and the cost is divided between them. The box may be changed as deemed necessary by the current service body. Notice shall be sent to region ASRs and GSRs when current information has been changed.

Regional Financial Policies

All monies accumulated from area contributions and other Nar-Anon sources shall be maintained in a bank account and distributed as follows:

Budgeted Funds

- RSC, assembly, and workshop expenses
- Subcommittee's expenses
- Chair's/delegate's mileage, postage and phone calls
- Newsletter
- Miscellaneous expenses, such as photocopies and postage

Expenditures

All expenditures made by the RSC shall be recorded. No expenditure shall be made from the treasury without receipt or proof of payment if over $25. Minor expenses may be requested and described by written statement.

Non-Budgeted Funds

Unbudgeted expenses will not be reimbursed without an approved motion of the RSC.

Budget Changes

All motions requiring modifications to the budget require a two-thirds (2/3) majority of the voting assembly members.

Bank Account

The region shall establish a prudent reserve to cover its budgeted business expenses. Funds shall be maintained in a bank account. The account shall be readily available to officers with signature authority. Funds from donations made to the region shall be deposited in the account no later than 30 days from date of receipt.

Signatures on Bank Account

All checks shall require two (2) signatures of any of the following:

Chair
Vice Chair
Treasurer
Secretary

Absence of the Treasurer

In the treasurer's absence at the RSC meeting and assembly, the chair, vice chair, or secretary shall obtain the check book and take custody of all monies collected.

Subcommittees

The RSC may establish subcommittees to carry out the work of the region. These subcommittees shall include, but are not limited to, Outreach, Literature, Conventions and Events, and Narateen. Subcommittee chairs shall be elected at the assembly.

Once a chair is chosen, the committee may elect its own officers. Regular meetings are usually held in central locations. Each committee submits written reports of

their activities and finances at RSC meetings and at the assembly. An itemized budget is to be prepared by the committee to submit to the RSC for approval.

Outreach
While keeping the traditions and principles of our program in mind, this subcommittee acts as a vital link and resource between Nar-Anon and all outside entities. This may include, but not be limited to recovery centers, hospitals, professionals in contact with family and friends of addicts, local agencies, clergy, and the general public who may be seeking help. Members, groups, and committees reach out in an effort to carry the Nar-Anon message to those unaware of the Nar-Anon program and the benefits offered in our meetings where our members share their experience, strength, and hope. Please reference the GLS *Outreach to the Public* section for more information.

Literature
This subcommittee meets regularly to develop new ideas and new literature for the fellowship. The subcommittee may also assist the World Service Literature Committee by reviewing and editing literature. In an effort to involve all members, writing workshops can be held at conventions or other Nar-Anon events.

Conventions/Events
This subcommittee plans, organizes, and hosts region conventions and events. It also encourages and supports area conventions and events.

Narateen
This subcommittee implements the process for screening, certification, and training of potential and current Nar-Anon members involved in Narateen service in the region. These procedures are necessary to ensure the protection of Narateens and Nar-Anon members involved in Narateen service within a region in accordance with applicable laws. The committee prepares an itemized yearly budget to support Narateen initiatives and submits to the RSC for inclusion in the region budget; presents verbal/written reports, including financial status, to the RSC and at assemblies; and communicates with outside organizations requesting Narateen groups in their region/area. The NTPP may be a member of this subcommittee and may also serve as chair.

Ad Hoc or Special Subcommittees
Ad hoc or special subcommittees may be formed, as needed, by motion and approval of voting members of the RSC. The purpose of ad hoc or special subcommittees is to carry out a short term goal as requested by the RSC. These subcommittees present a report to the RSC upon completion of their assignment.

Regional Delegates

Regional delegates and alternate delegates should be members who have been ASRs. If this is not feasible, regions may select from members who have completed a minimum of three years continuous service as GSRs in Nar-Anon. When elected

as delegates and alternate delegates, while in office, they cannot hold office in the area or region; this also includes no longer being a GSR. Delegates and alternate delegates are elected to serve for three (3) years, representing all the meetings in their region. This is why it is important that they hold no other position in their group, area, or region. The term of service begins following the election. Alternate delegates should be willing to become delegates at the end of their delegate's term, upon assembly approval.

Delegates

- Work for the good of Nar-Anon, providing two-way communication between the region and Nar-Anon as a whole
- Speak for members, groups, and areas within the region at the world service level
- Attend all regular meetings of the RSC, assemblies, the WSC, and when invited, area meetings
- Work closely with ASRs, the RSC, and subcommittees
- May serve on subcommittees, although not as chair
- Contact inactive areas to determine their status at the region level
- Are a source of information regarding the Twelve Traditions and Concepts, providing input in matters which concern them
- Keep the region informed of the *Conference Agenda Report (CAR)* as soon as it becomes available, prior to the WSC
- Coordinate and facilitate as many sessions as the RSC requests to review the *CAR*
- Obtain a group conscience at the assembly to vote on items in the *CAR* and a vote of confidence for items not in the *CAR*
- Visit groups to report on the WSC in cooperation with ASRs within the region
- Become active members of a World Service Committee. Committee list is found in the back of this book.

Alternate Delegates

- In the delegates' absence, perform the duties of delegates previously listed
- In the event delegates are unable to fulfill the duties of their position, assume the delegates' duties until an election assembly can be held
- Attend all regular RSC meetings and assemblies, and when invited, area meetings
- May serve on one or more of the RSC subcommittees
- Attend the WSC with their delegate in the last year of the delegate's term to become familiar with the WSC process (this is conditional upon approval by their region and WSO)
- May join world service committees, which are listed under Delegates

Assemblies

An assembly is an event held at least once a year. The assembly is attended by officers of the RSC, the delegate and alternate delegate, the region's GSRs, ASRs,

and subcommittee chairs. The assembly is a vital link between groups and the region where members conduct the following business:

- Set policies for the region
- Receive, discuss, and vote on proposed motions from groups to be submitted to the WSC committee
- Review and vote on the *Conference Agenda Report (CAR)*
- Give a vote of confidence to the delegate to vote his/her conscience at the WSC on items not in the *CAR*
- Hear area and subcommittee reports
- Hear the delegate's report
- Elect officers of the RSC, the delegate, alternate delegate, and subcommittee chairs
- Approve the region's budget developed by the RSC

To conduct business, a quorum of the region's GSRs, registered at the assembly, voting their group's conscience will be necessary. A tie vote will be taken back to the areas for their consideration if time permits. If time does not permit, refer to tie breakers under RSC policies above.

The only voting members of the assembly are GSRs, or in their absence, alternate GSRs or group substitutes. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR/Alternate GSR Registration Form or an Assembly Registration Form with the RSC prior to the vote being taken (sample forms are found at the end of this guide).

The RSC will provide forms to use in registering for assembly. Each ASC is responsible for registering voting GSRs, alternate GSRs, and group substitutes of participating groups within their area. Groups unaffiliated with an area are responsible for registering their voting representatives. Both ASCs and unaffiliated groups register their voting members by submitting completed forms to the region. Only those names appearing on these forms will be recognized as voting members at the assembly.

All Nar-Anon members are welcome to attend assemblies. At the discretion of the chair, speaking by non-voting members may be limited.

Assembly Agendas may include but are not limited to the following:

- Read Nar-Anon's Twelve Traditions
- Read Nar-Anon's Twelve Concepts of Service
- Approval of prior assembly minutes (additions or corrections are made)
- Chair's report on the RSC since the previous assembly
- Delegate's report on the WSC and/or recent communications from WSO
- Secretary's report
- Treasurer's report
- ASR's report on progress and problems of their area
- Subcommittee reports

- Time for GSRs to discuss ideas, offer opinions, and ask questions
- Workshops on topics, such as traditions and concepts

Nominations
The RSC election subcommittee shall draft a slate of nominees for officers, delegate, alternate delegate, and subcommittee chairs prior to the election assembly. Names may be added from the floor. Any member of the RSC may nominate a qualified individual for a position. All nominees must meet the recommended experience for the position. The following past or current service members are eligible for nomination: officers of an area or region, RSC subcommittee chairs, GSRs, and ASRs.

No member shall hold more than one (1) office at a time. No member shall serve more than two (2) consecutive terms in the same position. The delegate cannot serve for two consecutive terms but may be elected again after a three year break.

Interim Assemblies
Interim assemblies are held, as needed, between regularly scheduled assemblies, to discuss matters affecting the region.

NARATEEN GROUPS

Narateen groups, which are part of the Nar-Anon fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share and work on their recovery. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, health, and anonymity, also apply to Narateen as do the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

Details regarding Narateen groups can be found in the World Service (WS) Narateen Safety Handbook (S-336). It provides detailed information to assist areas, regions, or NSOs to develop a Narateen program. The handbook includes information on local safety policy and guidelines, training, certification and registration of facilitators and groups, Narateen service positions, and how to start and conduct Narateen meetings.

Group Requirements

- Group registration with WSO
- Have at least two certified facilitators registered with WSO
- Adhere to local Narateen safety policies
- Notify the Narateen Process Person (NTPP) of any group changes

Region, Area, and National Service Office (NSO) Responsibilities

To develop a Narateen program in your area or region you are encouraged to contact the World Service Narateen Committee that will explain the process and offer support. When the area or region meets the following requirements, a Narateen group can be registered with the World Service Office (WSO) or NSO where applicable.

- Develops and submits Narateen Safety Policies and Guidelines for review to the World Service Narateen Committee (see World Service Narateen Process to review group, area, or region Safety Policy and Guidelines, Appendix 1, World Service Narateen Safety Handbook (S-336)
- Narateen Process Person (NTPP) is voted in by assembly
- All Facilitators must pass a background check
- All Facilitators must complete the training process
- State, country, province, or country laws pertaining to volunteers interacting with minors are to be incorporated into the safety policy
- Safety policy is approved at the Area Service Committee (ASC) meeting or regional assembly
- Include a process for notification to the World Service Office (WSO) of an alleged incident which endangers health and safety of a Narateen, facilitator, and/or property

- NTPP submits Narateen Facilitator Registration Forms and Narateen Group Registration Form(s) to WSO
- Define a process for certification and recertification of facilitators

Note: For legal purposes the region should have documented proof in their regional assembly minutes to support all the above.

In the absence of an area or region, a group is requested to contact the World Service Narateen Committee for guidance on starting a Narateen group. The group is responsible to meet the requirements annotated above. Once these requirements are met the Narateen group may be listed on the Nar-Anon/Narateen WS website. It is important that any changes in group information are kept up to date with WSO.

In addition to the above policy, details to start a Narateen group can be found in the World Service (WS) Narateen Safety Handbook (S-336). It provides detailed information to assist areas, regions, or NSOs to develop a Narateen program. The handbook includes information on local safety policy and guidelines, training, certification and registration of facilitators and groups, Narateen service positions, and how to start and conduct Narateen meetings.

Areas and regions must use the Nar-Anon Family Groups' Narateen Facilitator Registration Form to register Narateen Facilitators and the Narateen Group Registration Form to register each Narateen group. These forms are available at the end of this guide.

Membership in Narateen

It is suggested that Narateen membership begins at the age of 13. Narateen members within the Narateen group may allow a 12-year old to attend based on teen group conscience on a case-by-case basis, under the guidance of the adult facilitators. Continued participation is permissible up to the age a person is considered an adult in the country in which they reside. Once becoming an adult, they may attend Nar-Anon meetings.

Group Registration Form can be found online at www.nar-anon.org/Narateen/. If a region contains multiple areas, the region is responsible to meet the requirements annotated in the World Service Narateen Safety Handbook (S-336)

"Sample Format for Narateen Meetings"

(All readings are from the Nar-Anon Blue Booklet)

Leader/Chair: Hello, my name is _____. Let's open the meeting with a moment of silence followed by the Serenity Prayer.

At this time, we ask you to please silence your cell phones and avoid texting during the meeting.

In Narateen we have a group agreed upon code of conduct to keep this meeting a safe place for us all to share and grow. We read it at the beginning of every meeting.

Read code of conduct here…

Is anyone here for their first, second, or third meeting? If so, please introduce yourself by your
first name only so we may welcome you.

Leader/Chair: Read the Nar-Anon Newcomer's Welcome (Blue Booklet).

Leader/Chair: Ask members to introduce themselves, using first names only.

Leader/Chair: Ask members to read the following:
Page 7 Twelve Steps
Page 8 Twelve Traditions
Page 12 Keeping Our Meetings Healthy

Leader/Chair: Ask members to read one or more of the following:

Page 2 Mission Statement; Vision Statement
Page 4 The Family
Page 5 Changing Ourselves
Page 6 About Addiction
Page 15 Just for Today

Leader/Chair: Once the meeting has opened, we only read from conference approved literature (CAL) listed on the NFGH literature order form located on the Nar-Anon World Service website. If you wish to purchase literature, please visit the literature table.

Leader/Chair: Ask for Secretary's report and Narateen related announcements.

Leader/Chair: Ask meeting facilitator(s) if he/she has any announcements.

Leader/Chair: Our Seventh Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level.

Leader/Chair: Anything you hear today is strictly the opinion of the person sharing. The principles of Narateen are found in our Twelve Traditions and Twelve Steps. If a member says something here you cannot accept, remember they are merely speaking from their own experience. They are not speaking for Narateen. When you leave the meeting take home those thoughts that will be most helpful to you, forget those you feel will not be helpful, and keep coming back.

Leader/Chair: During the meeting only one person speaks at a time; we do not engage in crosstalk. We speak only about our own experiences and feelings. We accept without comment what others say because it is true for them. We will be happy to discuss your questions after the meeting has closed.

Leader/Chair: Introduce the speaker or announce and share on the topic.

The topic for this meeting is _____.

Leader/Chair: Open the sharing to the other members.

Please try to limit sharing to between three and five minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.

At the close of the meeting, leader/chair says: Let's thank everyone for a great meeting.

As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so we may better understand this program and ourselves and to give encouragement and help to the new members.

After a moment of silence, close the meeting in any manner consistent with our traditions and the principles of Nar-Anon.

"Suggested Sample Format for Virtual Narateen Meetings"

(All readings are from the Nar-Anon Blue Booklet)

Leader/Chair: Hello, my name is _____. Let's open the meeting with a moment of silence followed by the Serenity Prayer.

At this time, we ask you to please silence your cell phones and avoid texting during the meeting. "To respect the anonymity and trust of our members in this meeting, please refrain from taking photographs, screen captures or make recordings during this meeting." Cameras should be on at all times, and we ask that we see you on your video camera during the meeting.

In Narateen we have a group agreed upon code of conduct to keep this meeting a safe place for us all to share and grow. We read it at the beginning of every meeting. Narateen table card may be read.

Read code of conduct here…

Is anyone here for their first, second, or third meeting? If so, please introduce yourself by your first name only so we may welcome you.

Leader/Chair: Read the Narateen Welcome .

Leader/Chair: Ask members to introduce themselves, using first names only.

Leader/Chair: Ask members to read the following:
Page 7 Twelve Steps
Page 8 Twelve Traditions
Page 12 Keeping Our Meetings Healthy

Leader/Chair: **Ask members to read one or more of the following:**
Page 2 Mission Statement; Vision Statement
Page 4 The Family
Page 5 Changing Ourselves
Page 6 About Addiction
Page 15 Just for Today

Leader/Chair: Once the meeting has opened, we only read from conference approved literature (CAL) If you wish to purchase literature, please speak to a facilitator after the meeting .

Leader/Chair: Ask for Secretary's report and Narateen related announcements.

Leader/Chair: Ask meeting facilitator(s) if they have any announcements.

Leader/Chair: Our Seventh Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level.

Leader/Chair: Anything you hear today is strictly the opinion of the person sharing. The principles of Narateen are found in our Twelve Steps and Twelve Traditions . If a member says something here you cannot accept, remember they are merely speaking from their own experience. They are not speaking for Narateen. When you leave the meeting, take home those thoughts that will be most helpful to you, forget those you feel will not be helpful, and keep coming back.

Leader/Chair: During the meeting only one person speaks at a time; we do not engage in crosstalk. We speak only about our own experiences and feelings. We accept without comment what others say because it is true for them. We will be happy to discuss your questions after the meeting has closed.

Please try to limit sharing to between three and five minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.

Leader/Chair: Introduce the speaker or announce and share on the topic.

The topic for this meeting is _____.

Leader/Chair: Open the sharing to the other members.

Please try to limit sharing to between three and five minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.

At the close of the meeting, Leader/Chair says: Let's thank everyone for a great meeting.

As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so we may better understand this program and ourselves and to give encouragement and help to the new members.

After a moment of silence, close the meeting in any manner consistent with our traditions and the principles of Nar-Anon.

ANONYMITY

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as "the spiritual foundation of all our traditions," has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

Anonymity Outside Nar-Anon

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." This speaks directly to the protection of anonymity outside of the Nar-Anon fellowship.

Tradition Eleven gives us specific guidelines, "we need *always* maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media." This means that at all times we need to protect our personal anonymity in the public forum.

When speaking as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces may be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article or give an interview about the fellowship for local or national publication. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

Mass media includes the various forms of social media, internet articles, and blogs. Individually, members can use social media for private communication but are cautioned not to use the Nar-Anon name or logo because there is no protection of anonymity. Anything expressed on the internet may be difficult or impossible to remove and could have potential harm to members and others.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it necessary for involved Nar-Anon and Narateen members to give their contact information to interested doctors, spiritual leaders, schools, or industrial personnel.

Anonymity Within Nar-Anon

We guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be certain that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon/ Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

There may be some attending who are not familiar with our tradition of personal anonymity at the public level. If so, we ask you to respect our anonymity, and not identify any Nar-Anon, Narateen, or NA speaker or member by name or picture in published or broadcast reports of our meeting.

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that the spiritual base of Nar-Anon and Narateen principles are found in the equality expressed in anonymity. Our principles come before personalities.

Anonymity in Our Personal Growth

We identify ourselves by our first names to remind us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our growth in humility is rooted in the spirit of anonymity, always reminding us to place principles above personalities. Open-mindedness and the willingness to listen to each other are the practical applications of the spiritual principle of anonymity**.**

FINANCES

Nar-Anon Family Group Headquarters, Inc. is a non-profit organization that is fully self-supporting. Contributions from our membership are used to support our groups, areas, regions, and WSO, including a portion of the operating expenses for the World Service Conference. Contributions made directly to WSO, as well as monies from the sale of conference approved literature, are used to help realize our vision of carrying the message of hope throughout the world.

Contributions to WSO cannot be earmarked for special purposes; all contributions are allocated to the general fund.

Individual Contributions to WSO

Individual donations made by members of the fellowship in the United States are tax deductible.

Appeals from WSO

From time to time, WSO will send out appeals for contributions to cover Nar-Anon worldwide services, including a share of the operating expenses for the World Service Conference.

Individual Contributions

The limit on all contributions to WSO from individual members of Nar-Anon and Narateen is $10,000 per year.

Birthday Plan

The Birthday Plan is an additional way for members to express their gratitude to Nar-Anon by contributing a dollar a year for each year of membership.

In Memoriam Contributions

Nar-Anon or Narateen members may make in memoriam contributions to WSO.

Personal Bequest

WSO may accept a one-time legacy from a Nar-Anon member in any amount up to $100,000.

Other Contributions to WSO

Although it is appropriate to ensure funds are available to carry out the normal tasks of groups, areas and regions, these entities should avoid the accumulation of funds in excess of their immediate needs (prudent reserve). Excess funds should be contributed to WSO for the benefit of Nar-Anon as a whole.

Fund Raising

Outside Contributions

Nar-Anon and Narateen groups do not accept contributions from sources outside of the Nar-Anon Family Groups.

Activities and Services

Fund-raising activities, such as potluck suppers, dances, or other social events, should be conducted only within the fellowship. In the spirit of cooperation, NA members are welcome to attend these activities. These events should be held at reasonable intervals and in agreement with the groups directly involved. These functions are not in violation of the Seventh Tradition.

Members may raise money to send a delegate to the World Service Conference and for other group, area, or regional purposes by performing services, such as rummage sales, garage sales, white elephant sales, car washes, bake sales, spaghetti suppers, etc. When such sales or events are open to the public, use of the Nar-Anon or Narateen name would violate our tradition of anonymity.

Avoiding Commercialism

The sale of articles is permitted at fund raising events. It is suggested that articles relate to our spiritual principles or be products of the creative talents of individual members.

In keeping with the Sixth Tradition, WSO cannot provide lists of suppliers for articles, such as plaques and jewelry, associated with the fellowship.

Prudent Reserve

A prudent reserve is an agreed upon amount to be held in reserve for operating expenses in the group, area, and region. Operating expenses will vary from the group, to area, to region depending on the group conscience. Operating expenses are just those costs that will allow operations to continue; not budget items.

It is suggested that a prudent reserve equal at least three (3) months of your group, area, or region's operational expenses, which may include the following:

- Rent for meetings
- Regional assembly meeting room costs
- Literature for meetings
- Travel expense for GSR, ASR, RSC to assembly and other required meetings
- Committed outreach projects at group level
- Photocopying, postage
- Checking account expense
- Region website expense
- Region information phone line expense

- State non-profit yearly filing expense
- Delegate and alternate delegate expense

Each group, area, and region should decide upon their prudent reserve items and confirm the prudent reserve amount to be set for a fiscal year with a group conscience and majority vote.

It is suggested that all monies accumulated in excess of the prudent reserve be sent to the next service levels based on a group conscience.

Use of Group Funds

Meeting Space
The Seventh Tradition suggests groups pay for their meeting space. At locations where monetary payments may not be acceptable, providing a supply of Nar-Anon/Narateen conference approved literature (CAL) to the facility would be an appropriate alternative.

Literature
Groups purchase CAL from WSO for use at meetings and sell to their members. Donations to WSO may be included with their literature orders. No other literature may be purchased with group funds.

GSR Travel Expenses
Group funds may be used to pay for the GSR's travel expenses to area meetings and assemblies.

Donations to Area, Region, and WSO
Group support of the fellowship is accomplished through regular donations to the area, region, and WSO. It is suggested that groups allocate a portion of their budget for these donations.

Refreshments and Supplies
Group funds may be used to purchase refreshments and supplies.

Childcare
Some meetings are attended by members who must bring their children. Using group funds or taking a special collection to pay for childcare at meetings is within a group's autonomy.

Gifts to Members
Group funds are only used for group purposes, not for personal gifts to members, such as baby showers, flowers for the sick, financial assistance to needy members. Any member, who wishes to, may provide such gifts on an individual basis.

Donations to Outside Agencies
Contributions to any outside agency, activity, or program cannot be made from group funds, which are for Nar-Anon/Narateen purposes only. This includes donations, other than rent, to the facility where a group is holding its meeting.

Payment for Speaking

In keeping with the Eighth Tradition, Nar-Anon speakers are reimbursed for expenses only. When members speak to outside organizations they may suggest that payments in excess of their expenses be used by the organizations to purchase CAL for distribution as an educational service.

Public Meetings

A basket may be passed at open meetings to which the public is invited, but it should be stated that the fellowship depends on its own voluntary contributions. Reading the Seventh Tradition accomplishes this.

Selling Products

No articles (e.g., Nar-Anon related items, praying hands, steps, traditions) may be sold at meetings, conventions, or conferences for personal gain. It is inappropriate to use Nar-Anon as a market place for the sale of services or products for profit by an individual. Members may not solicit on behalf of any outside organization. The newcomer would be confused about Nar-Anon's true purpose.

Nar-Anon and Narateen members refrain from solicitation or the sale of products at NA meetings. This would violate Tradition Seven.

LITERATURE

Conference Approved Literature (CAL)

In our meetings, we may only read and use literature that is listed on Nar-Anon's Literature Order Form. This consists of literature written by and for our fellowship and approved at the World Service Conference, and certain pieces of Al-Anon literature. Al-Anon gave Nar-Anon permission to sell some of their literature until we have our own. As Nar-Anon literature replaces Al-Anon literature, WSO will no longer sell Al-Anon literature and it will no longer be approved for use at Nar-Anon meetings. As an example, Nar-Anon's daily reader, *SESH,* replaced Al-Anon's *Courage to Change* and *One Day at a Time*.

Members interested in writing for Nar-Anon or forming an area or regional literature committee to work with the World Service Literature Committee, may contact the Literature Committee at LitCom@Nar-Anon.org, or call (800) 477-6291 or (310) 534-8188.

Draft Recovery Literature/Fellowship Review of New Service and Outreach Literature

Recovery literature sent out in draft and fellowship review literature/materials are not permitted to be posted on group, area, regional or NSO websites. These pieces are for review and input. For complete policy on literature posting, see the Guide to World Services, section Nar-Anon Recovery Literature and Service Materials.

The Nar-Anon Newsletter

The Serenity Connection is a quarterly publication in which Nar-Anon and Narateen members share their experience, strength, and hope. It is the voice of the fellowship where individual members and groups can be heard. Letters and articles sent from all over the world are edited by the World Service Newsletter Committee. This ensures a publication, which helps the reader understand and grow in the program. It also offers meeting ideas and material to be used as a basis for group discussions.

The newsletter can be used by all members and groups for meetings. In concept, the newsletter is conference approved literature, but it is not possible for each issue to follow the full procedure for conference approval. However, everything published in it – from personal stories to issues affecting the fellowship – is reviewed for fidelity to the Nar-Anon program and principles.

Since it is copyrighted material, NFGH, Inc. does not grant permission for substantial reprints in regional newsletters in the U.S. and Canada. However, newsletters of other countries, upon informing WSO, may use newsletter material if they give a proper credit line in their publication.

Subscriptions to the newsletter are available to both individuals and groups.

Outside Publications

There are many outside publications on drug addiction, religion, and philosophy, which appeal to members as individuals. While this may be helpful to the individual member, we do not endorse readings of outside publications in our group meetings. Nar-Anon cannot assume the responsibility for evaluating or recommending reading material other than conference approved literature.

Publications by Members, Groups, Areas, or Regions

Traditions are violated when members, groups, areas, or regions print, distribute, or publish their own literature. The only exceptions are noted under Outreach Literature or as clarified in *The NFGs' Guide to World Services* covering the National Service Office (NSO). It is also a violation of traditions to print, distribute, or promote the sale of any literature other than CAL.

OUTREACH TO THE PUBLIC

Free Listings in Newspapers, Paid Ads, and Meeting List Directories

Local newspapers and publications may offer free posting of group/meeting information in a Public Service Announcement (PSA) section, e.g. Community Calendar, Day Book, Community News. A group may pay for an ad in a newspaper or magazine to make the community aware of Nar-Anon and Narateen. It would not constitute a violation of our traditions for an individual member to pay for such space with group approval. This can be considered a member's personal contribution. When placing information in any location utilize our mission statement, list meeting day, time, and location, a local/regional info line/answering service, where applicable, or 1-800-477-6291 (Nar-Anon Family Groups toll-free number). Utilize a web address whenever possible – Nar-Anon Family Groups website and/or local/regional websites. We do not recommend using an individual's name or telephone number in these ads or in meeting list directories. Due to turnover of members, it is always prudent to utilize contact information that is supported by areas, regions, or world services.

Information Line/Answering Services

This tool can be effective in Twelfth Step work by letting those in need know they are not alone, by providing meeting information and encouraging attendance at a Nar-Anon meeting. The decision to implement and support this service is within the autonomy of the groups it serves. Such services must guard the anonymity of its volunteer members. Members' names or personal phone numbers should not be published.

Literature for Outreach to the Public

The World Service Outreach Committee develops and compiles outreach literature and material to raise public awareness about the Nar-Anon program. Groups, areas or regions should submit literature and materials they develop to the World Service Board for review (see the Development and Approval Process for New Service and Outreach Literature section of the GWS). WSO has been designated as our fellowship's sole clearinghouse. An area or region may publish a meeting list incorporating outreach information. For guidelines on adding information to your meeting list, refer to Copyright and Trademark section of the GWS.

Posters/Flyers

Nar-Anon posters may be purchased from the Nar-Anon Webstore and displayed in any public place or conveyance (bus, library, laundromat, clinic, school, etc.) with the permission of the respective facility. Local or regional contact information may be added to the poster. A downloadable meeting information flyer template is available on the Nar-Anon Family Groups website under Outreach. A print version copy is also available in the New Group Packet. Groups, areas, or regions may have a need for flyers for special events, conventions, etc. that can be produced inexpensively and distributed within their geographic boundaries. Production and review should be done by area and region outreach committees.

Groups may also produce and review flyers if there is no region or area structure. Remember to follow our principles, traditions, and concepts and use the approved Nar-Anon logo(s) available in the Media Kit when producing such flyers.

Audio/Video PSA

A conference approved PSA is available at the Nar-Anon Family Groups' website. Areas and regions are encouraged to develop additional PSAs for submission and review per the Development and Approval Process for New Service and Outreach Literature/Materials found in the GWS.

For more information and support, always refer to www.nar-anon.org or contact outreach@nar-anon.org.

CONVENTIONS AND EVENTS

Conventions attract many members, drawing them together to celebrate and share their experience, strength, and hope. Committees planning area or region-wide events work closely with their local RSC. Communication within the fellowship minimizes calendar conflicts, helps increase attendance, and encourages unity. Flyers for these events may be emailed to WSO for inclusion on its website (wso@nar-anon.org).

Mini Conventions, Narathons, Workshops, or Other Small Get-togethers
Groups and/or members may choose to plan smaller get-togethers for outreach, services, or other sharing purposes. Chairs of these events are not necessarily chosen by or are members of the RSC.

Narateen Participation
Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities whenever possible. A Narateen service member should be part of the event planning committee and all Narateen participation is conducted under the guidance of Narateen Facilitators. For more information on Narateen service members, see the Narateen section in this guide.

Distribution of Proceeds
Funds derived from conventions or other events are contributed to the region or area treasury, as appropriate. The region or area may set aside a reasonable sum to seed the next convention or event.

NAR-ANON AS IT RELATES TO OTHERS

Cooperation with Narcotics Anonymous

Although a separate entity, Nar-Anon should always cooperate with Narcotics Anonymous. In relating to NA, Nar-Anon may offer

- The services of one or two members to act as liaison and to provide current lists of group contacts including permanent service phone number, meeting address, meeting date, time and format, and contact information for regional outreach for Twelfth Step referrals
- To make Nar-Anon/Narateen meeting information available to NA if requested
- To participate in NA Conventions (see the Event Planning Handbook)

NA has no jurisdiction over the Twelfth-Step work done by individual Nar-Anon members with families and friends of addicts in drug rehabilitation centers, hospitals, or other institutions. However, Nar-Anon should cooperate with NA in all respects and never interfere with their work with addicts.

A group composed of relatives and friends of addicts whose primary purpose is to serve NA is not a Nar-Anon Family Group. Members of those groups, which do not follow Nar-Anon's stated precepts, may not speak as Nar-Anon members at open NA meetings, conventions, etc.

Outside Agencies

Speakers from the Helping Professions

The purpose of Nar-Anon is personal growth through applying the Twelve Steps and sharing our experience, strength, and hope. It is from Nar-Anon and Narateen members that we hear ideas and experiences that put us on the road to recovery. Outside speakers at Nar-Anon and Narateen meetings may divert the focus from our recovery. Professionals in the field of drug addiction may provide valuable information but they can be heard in other places. Our Sixth Tradition states "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…"

Sharing Services

To avoid an implication of affiliation with other agencies, Nar-Anon Family Groups should refrain from sharing an agency's stationery, answering service, or post office box.

Members – Outside Involvement

Nar-Anon members may serve on boards or councils in the field of drug addiction but should maintain anonymity at the public level. It may be helpful in carrying

the message for an individual to disclose their Nar-Anon membership to others on the board.

The Nar-Anon Fellowship should never be involved in the promotion of legislation relating to drug addiction or engage in any other outside enterprise. As individuals, Nar-Anon members can engage in any outside activities of their choice.

In keeping with Tradition Eight, Nar-Anon/Narateen Twelfth-Step work should remain forever nonprofessional. When dealing with outside agencies, we should never use any terms identifying ourselves as other than Nar-Anon members. We do not use titles.

Commercial Enterprises

Films

Filmmakers may indicate an interest in producing films concerning Nar-Anon and Narateen to sell to public agencies. No commitments should be made to such producers by groups or individuals. In the interest of world-wide unity, the prospective filmmakers should be asked to write to WSO to explain the proposed project and its probable audience. The Nar-Anon name may not appear among the film's credits even though technical assistance may have been provided.

Magazines

Mail and email directed to Nar-Anon/Narateen, as a result of a printed article about the fellowship, should be addressed to Nar-Anon WSO or NSO instead of the publishing company's post office box or email. Members cooperating with the author of such an article should encourage the inclusion of a Nar-Anon address for responses. For magazines with national coverage, the appropriate national (WSO/NSO) mail or email address or post office box should be used.

Religion/Philosophies

Meetings

Since Nar-Anon is not a religious program, but a spiritual one, religious terminology and discussion of specific beliefs are avoided at Nar-Anon/Narateen meetings and events. A newcomer or members of various cultures or religions could get a false impression of Nar-Anon's purpose or take offense and never return. Our meetings are open to all those who are affected by another person's drug addiction, whether they have a religious belief or not.

Retreats

Outside the fellowship Nar-Anon does not affiliate with other organizations and neither endorses nor opposes any other philosophies or spiritual programs. The Nar-Anon/Narateen name therefore, cannot be used to identify or publicize retreats or activities sponsored by others. If members wish to participate in such activities, they do so as individuals. Nar-Anon/Narateen newsletters and bulletins

should not be used to promote or announce outside retreats and activities of any kind sponsored by others.

Events
Religious services and announcements of them are not a part of a Nar-Anon/Narateen event.

Dilution of the Nar-Anon Program

Outside Therapy
Our Nar-Anon experience helps us understand we are powerless over another person's drug addiction. This makes us aware at meetings of the danger of being diverted from our recovery by techniques which are focused on the recovery of the drug addict, such as confrontation and intervention. The Sixth Tradition suggests there be no promotion or endorsement of any outside therapies (e.g., encounter groups, prayer groups, meditation groups, group dynamics) at Nar-Anon/Narateen meetings and our groups do not announce or discuss activities of other anonymous groups which follow the Twelve Step program. Nar-Anon newsletters and bulletin boards should not be used to publicize activities of other organizations, with the possible exception of NA.

Professionally Conducted Family Therapy Groups
The growing awareness of drug addiction as a family disease has given rise to numerous instances of professionals forming groups, which they call Nar-Anon or Narateen. While we encourage awareness of our program and principles, it should be understood that a Nar-Anon or Narateen group is properly formed and conducted by the families and friends of addicts themselves. It would be permissible, however, for an appropriate agency to invite an existing Nar-Anon or Narateen group to provide a brief on-site meeting to demonstrate how group meetings function, for example "Meeting on Wheels."

People with Unrelated Problems
From time to time, people seeking help with problems other than someone else's addiction come to our meetings. After the meeting, we may suggest another program would be more appropriate since they do not qualify for membership in Nar-Anon.

THE TWELVE STEPS OF NAR-ANON FAMILY GROUPS

1. We admitted we were powerless over the addict – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we *understood* Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF NAR-ANON FAMILY GROUPS

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

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 NA 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.

NAR-ANON GROUP REGISTRATION FORM – WORLD SERVICE OFFICE

Groups are registered with the World Service Office (WSO) with the understanding that they will abide by all the Nar-Anon traditions and have no outside affiliation.

The following information will bring our files up to date. Please fill out and return as soon as possible. Please notify this office of all changes as they occur. Thank you.

GROUP CODE _____ DATE GROUP STARTED _____

GROUP _____ DAY _____ TIME _____

MEETING LOCATION _____
Street Address *City* *State* *Zip*

Secretary _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Treasurer _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Group Service Rep. (GSR) _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Alternate GSR _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

We need a few people from each group who are willing to have their first names and phone numbers listed with us. Newcomers often need directions to a meeting in your area. Thank you for your help.

12 Step Contact _____
First Name and Last Initial *Telephone*

12 Step Contact _____
First Name and Last Initial *Telephone*

12 Step Contact _____
First Name and Last Initial *Telephone*

Please return this form to:

Nar-Anon Family Groups, Inc.
23110 Crenshaw Blvd., Suite A
Torrance, CA 90505
310-534-8188 / 800-477-6291
www.nar-anon.org
Email: WSO@nar-anon.org

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NARATEEN GROUP REGISTRATION FORM – WORLD SERVICE OFFICE

Narateen Groups are registered with the World Service Office (WSO) with the understanding that they will abide by Nar-Anon's Twelve Traditions, Twelve Concepts of Service, Nar-Anon Family Groups' Guide to Local Services, and Narateen Safety Policy and Guidelines (S-332). This form MUST be submitted to WSO by the region Narateen Process Person (NTPP).

NTPP Name (print) _____ Signature_____

The following information will bring our files up to date. Please fill out and return as soon as possible. Please notify this office of all changes as they occur. Thank you.

GROUP CODE _____ DATE GROUP STARTED _____

GROUP _____ DAY _____ TIME _____

MEETING LOCATION _____
Street Address *City* *State* *Zip*

Secretary _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Group Service Rep. (GSR) _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Alternate GSR _____
Full Name *Telephone* *Email*

_____
Street Address *City* *State* *Zip*

Narateen Facilitators and phone numbers assigned to the group. There must be at least two certified facilitators registered for each Narateen meeting.

Narateen Facilitator _____
Full Name and WSO Narateen Facilitator # *Telephone*

Narateen Facilitator _____
Full Name and WSO Narateen Facilitator # *Telephone*

Please return this form to:

Nar-Anon Family Groups, Inc.
23110 Crenshaw Blvd., Suite A
Torrance, CA 90505
310-534-8188 / 800-477-6291
www.nar-anon.org
Email: WSO@nar-anon.org

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GROUP SERVICE REPRESENTATIVE (GSR) AND ALTERNATE GSR REGISTRATION FORM

The Area, or a Group unaffiliated with an Area, submits the following name to the region for acknowledgement as an authorized GSR or Alt GSR for registration with the region.

SECTION A:

Position: GSR [ ] Alternate GSR [ ] Effective Service Start Date: _____

Member Name First and Last/Initial: _____

Email address: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Group Name: _____ Area: _____

Group Location: Address: _____

City: _____ State: _____ Zip: _____

SECTION B:

Was there a previous GSR or Alternate GSR for this Group? Yes [ ] Continue. No [ ] Proceed to Section C or D, as applicable.

Position: GSR [ ] Alternate GSR [ ] Effective Service End Date: _____

First and Last Name/Initial: _____

SECTION C:

ASC Officer Signature: _____ /Print: _____

Area: _____ Position: _____ Date: _____

SECTION D:

The Region Service Committee Officer acknowledges the above-named member as an authorized Representative for an unaffiliated Group.

RSC Officer Signature: _____ /Print: _____

Position: _____ Date: _____

ASSEMBLY REGISTRATION FORM

Assembly Date: _____

The Area, or a Group unaffiliated with an Area, submits the following names to the Region for acknowledgment as an authorized voting Group Service Representative, Alternate Group Service Representative, or Group Substitute at the above dated assembly.

SECTION A:

Member Name: First and Last/Initial: _____

Group Name: _____ Position: GSR [ ] Alternate GSR [ ] Group Substitute [ ]

Email address: _____ Phone: _____

Member Name: First and Last/Initial: _____

Group Name: _____ Position: GSR [ ] Alternate GSR [ ] Group Substitute [ ]

Email address: _____ Phone: _____

Member Name: First and Last/Initial: _____

Group Name: _____ Position: GSR [ ] Alternate GSR [ ] Group Substitute [ ]

Email address: _____ Phone: _____

Member Name: First and Last/Initial: _____

Group Name: _____ Position: GSR [ ] Alternate GSR [ ] Group Substitute [ ]

Email address: _____ Phone: _____

SECTION B:

ASC or RSC Officer, as applicable:

Signature: _____ Print: _____

Area: _____ Position: _____ Date: _____

NAR-ANON FAMILY GROUPS
NARATEEN FACILITATOR REGISTRATION FORM

NARATEEN FACILITATOR INFORMATION

FIRST & LAST NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

NAR-ANON HOME GROUP _____

NARATEEN PROCESS PERSON INFORMATION

FIRST & LAST NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

AREA OR REGION FOR NARATEEN FACILITATOR REGISTRATION

_____

BY LAW A BACKGROUND CHECK OR SIMILAR REQUIREMENT IS NEEDED AT THE AREA/REGIONAL LEVEL TO SERVE AS A NARATEEN FACILITATOR.

- o YES
- o NO

RECORD OF REQUIREMENTS AND COMPLIANCE OF NARATEEN FACILITATORS ARE SECURED AND RETAINED BY A NARATEEN PROCESS PERSON IN ACCORDANCE WITH LOCAL LAWS.

- o YES
- o NO

AREA/REGION ACKNOWLEDGEMENT BY NARATEEN PROCESS PERSON

By signing below, I confirm the above information is correct. To my knowledge the Nar-Anon member listed above meets the requirements of the Narateen Safety Guidelines to serve in the area/region and can be registered with the World Service Office as a Narateen Facilitator.

Signature: _____ Date: _____

Print Name: _____

NARATEEN FACILITATOR ACKNOWLEDGEMENT

By signing below, I confirm the above information is correct. I meet the requirements of local laws and the Narateen Safety Guidelines for my area/region of service and ask to be registered with the World Service Office as a Narateen Facilitator.

Signature: _____ Date: _____

Print Name: _____

TO REMAIN REGISTERED, FACILITATOR REGISTRATION FORMS NEED TO BE RENEWED ANNUALLY, IN JUNE, WITH THE NAR-ANON WORLD SERVICE OFFICE.

Please return this form to:
Nar-Anon Family Groups, Inc.
23110 Crenshaw Blvd., Suite A
Torrance, CA 90505
310-534-8188 / 800-477-6291
www.nar-anon.org
Email: WSO@nar-anon.org

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Abbreviations & Acronyms

ASC **Area Service Committee**

ASR **Area Service Representative**

CAL **Conference Approved Literature**

CAR ***Conference Agenda Report***

CAT **Conference Approval Track**

GLS ***The Nar-Anon Family Groups' Guide to Local Services***

GSR **Group Service Representative**

GWS ***The Nar-Anon Family Groups' Guide to World Services***

IWSC **Interim World Service Conference**

NA **Narcotics Anonymous**

NFG **Nar-Anon Family Groups**

NSB **National Service Board**

NSO **National Service Office**

NTPP **Narateen Process Person**

NTASC **Narateen Area Safety Coordinator**

NTSC **Narateen Safety Coordinator**

P&G **Policy and Guidelines**

RSC **Regional Service Committee**

SESH ***Sharing Experience, Strength, & Hope in Nar-Anon*** **(our daily reader)**

WSB **World Service Board**

WSC **World Service Conference**

WSO **World Service Office**

WORLD SERVICE COMMITTEE EMAIL ADDRESSES

World Service Budget and Finance Committee	**budgetandfinance@nar-anon.org**
World Service Conference Committee	**wscconference@nar-anon.org**
World Service Convention Committee	wccommittee@nar-anon.org
World Service Human Resource Committee	wshrcommittee@nar-anon.org
World Service Literature Committee	**litCom@nar-anon.org**
World Service Narateen Committee	**narateen@nar-anon.org**
World Service Newsletter Committee	**newsletters@nar-anon.org**
World Service Outreach Committee	**outreach@nar-anon.org**
World Service Policy & Guidelines Committee	**pandgcommittee@nar-anon.org**
World Service Translations Resource Committee	**wstrc@nar-anon.org**
World Service Website Committee	**webcommittee@nar-anon.org**