HOW TO START A VIRTUAL NAR-ANON/NARATEEN GROUP

Many groups are using virtual platforms (e.g. teleconference or video conference) to hold meetings and special events. The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who is affected by someone else's addiction may start a Nar-Anon/Narateen group. If you would like to start a virtual Nar-Anon/Narateen group, contact the World Service Office (WSO), National Service Office (NSO), or your local region. This is another way to provide Nar-Anon services and we encourage you to plan with care.

The *No Nar-Anon Group?* (S-309) pamphlet has relevant information for both face-to-face and virtual meetings. Suggestions from that pamphlet include 1) Find others who will help start the group. 2) Find a way for the group to be fully self-supporting in accordance with our Seventh Tradition. 3) Register the group with the WSO. 4) Elect officers to serve the group. The Guide to Local Services (GLS) should be referenced for starting and organizing a group. These documents can be downloaded from the Service Literature page at: www.nar-anon.org.

World Service Narateen Safety Policy and Guidelines (S-332) contains information specific to Narateen. For information about additional requirements for organizing Narateen meetings, please review the pamphlet, *Narateen Group Information* (S-330) available on the Narateen page at: www.nar-anon.org.

CONSIDERATIONS FOR VIRTUAL GROUPS

The Twelve Traditions and Twelve Concepts of Nar-Anon Service guide us in all our affairs, and we carry them with us as we go online with Nar-Anon activities. With virtual platforms, it takes time and effort to protect the principles, particularly anonymity and our Seventh Tradition.

- We suggest you attend at least three other virtual Nar-Anon meetings before planning for your new group. See how those groups facilitate a virtual Nar-Anon meeting and apply the principles of our program.

- To protect anonymity, virtual members should display their first name only and optionally their location.

- For safety reasons, Narateen members must be visible on screen. Other groups may use a group conscience regarding the use of cameras.

- Only Nar-Anon Conference Approved Literature (CAL) may be read during the meeting.

- Nar-Anon meetings are for the purpose of recovery. Groups should be familiar with the technical tools to protect a meeting from a disruptive person.

- To protect anonymity, the only recordings allowed are audio-only recordings when approved by group conscience. Only a trusted servant can be authorized to turn on the recording. The Technical Moderator (see below) should use the technology to prevent members from creating their own recordings of the meeting.

- For anonymity and for continuity of service the virtual online meeting account should be owned by the group, area, region, or NSO not by an individual or outside organization.

VIRTUAL GROUP REGISTRATION

The establishing 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) or Narateen

group with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts and meetings will be open to any Nar-Anon or Narateen member. Group registration forms are available online at www.nar-anon.org and at the end of the Guide to Local Services (GLS). The registration of Narateen groups requires Narateen safety policies which can be found in the GLS under the section Narateen Groups.

Groups that only meet virtually should list a group email address instead of a street address. We suggest creating a group email address for ongoing use that will be continually monitored as members rotate service positions.

However, the group must list a home city, province/state, and country to be registered with the WSO. This information is needed so the group can be linked to a time zone.

Seventh Tradition - *Every group ought to be fully self-supporting, declining outside contributions*.

By applying for registration, your group agrees to follow Nar-Anon's traditions and concepts. This includes being self-supporting and contributing to Nar-Anon service levels beyond the group.

Members should be encouraged to use the Nar-Anon group identification (Group ID) assigned to the group when ordering literature or contributing to an area, region, national structure, or Nar-Anon World Service.

Once organized, the group may want to consider setting up a money transfer account, with private settings, in countries where permitted, so members can contribute directly to the group.

Copyright and Trademark

Nar-Anon conference approved literature (CAL) is copyrighted and owned by NFGH, Inc. It is prohibited to reproduce, retransmit, or republish copyrighted literature and materials without written permission. Permission is granted to those countries outside the United States holding a duly executed contract with NFGH, Inc. . For further information on the use of CAL see the GWS.

Screen Sharing Nar-Anon Literature During Meetings

The Twelve Steps, Twelve Traditions, Twelve Concepts of Service, Mission and Vision Statements, the Preamble, The Newcomer's Welcome, The Family, Changing Ourselves, About Addiction, Keeping Our Meetings Healthy, Helping, Just For Today, We've Been There, Serenity Prayer, Prayer for the Growth of our Fellowship, Third Step Prayer, 20 Questions, and the Narateen Table Card are available for download from the World Service website for use at virtual meetings, Nar-Anon/Narateen websites, or Nar-Anon/Narateen events.

Nar-Anon/Narateen groups and service committees may download electronic copies of literature that is posted on the Nar-Anon Family Groups World Service Website or translated versions posted on a contracted Region or contracted National Service Office website. This includes both literature posted as text and as downloadable documents. Such downloaded Conference Approved Literature recovery literature may then be displayed during virtual Nar-Anon/Narateen meetings or events. Conference Approved Literature service literature may be displayed during Nar-Anon/Narateen service meetings.

Nar-Anon/Narateen groups and service committees may purchase electronic copies of Conference Approved Literature. Such literature may then be displayed during virtual Nar-Anon/Narateen meetings or events. Limited permission is granted to display, in Nar-Anon/Narateen virtual meetings via screen sharing, Conference Approved Literature purchased from Nar-Anon Family Groups World Service, contracted retailers, contracted Regions, or contracted National Service Offices. Before displaying Nar-Anon/Narateen literature on a shared screen, the following statement must be made: 'Nar-Anon Family Groups' copyrights prohibit copying literature from the screen.

Here are some options virtual groups can use to deliver literature:

1. Asking newcomers for a mailing address and sending them a newcomer's packet.
2. Posting in chat the Nar-Anon web address to purchase literature from Nar-Anon.
3. Posting in chat where Nar-Anon eBooks can be purchased.
4. Asking newcomers for an email address and send information on where to purchase literature.

TECHNICAL MODERATOR

The documents previously mentioned describe group service positions. It is recommended that virtual groups also choose someone to be responsible for virtual services, a Technical Moderator. In Narateen, the Technical Moderator must be a registered Narateen Facilitator.

The duties of a Technical Moderator include:

- Coordinate the virtual service to ensure meetings open on time and are closed when the members leave the meeting.

- Monitor participation in the meeting and mute microphones, disable video or remove participants as needed. Refer to the Nar-Anon pamphlet *Inappropriate and Disruptive Behavior* (S-326) and the *World Service Narateen Safety Policy and Guidelines* (S-332) section on Meeting Safety and Member Conduct for clarification.

- Ensure there is at least one substitute with all the required access to open and close meetings, even on days when the Technical Moderator plans to attend.

- Ensure the virtual service bills are paid using Nar-Anon group funds.

OUTREACH

Once group registration is approved, newcomers and members worldwide will be able to find the meeting on the world service website. An influx of emails as members seek information about your group may occur. Ensure these emails are monitored and the senders receive replies as appropriate.

Groups are encouraged to join and support an area if available as well as a region. Areas and regions can share experience and resources and post information about your group. Areas and regions help support new meetings.

We recommend you also consult the Outreach page on the world service website for helpful ideas and materials.

> Nar-Anon groups should not purchase advertising on social media or other websites that may imply affiliation. *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 N.A. members.*

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