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

April 2009

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

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

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

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

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

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

1.5 The PRC shall comply in all its actions with the following documents in order of priority as listed below:
   1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
   2. The current guidelines of the ASC
   3. The current guidelines of this PRC

PUBLIC RELATIONS COMMITTEE MEETINGS & MEMBERSHIP
The PRC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA’s reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The PRC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.
2.1 Due to the geographical size of this ASC, the PRC will be divided into 4 Divisions to better serve each area. The Divisions will be as follows; Ellensburg, Moses Lake, Wenatchee and Yakima. Each hereafter referred to as the DPRC. Each DPRC will have a Divisional Coordinator that will be accountable to the PRC.

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

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

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

**VOTING MEMBERSHIP**

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

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

**DECISION MAKING**

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

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

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

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

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

**ELECTIONS**

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

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

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

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

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

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

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

4.6 The officers of the DPRC's are the Divisional Coordinators, Alternate Divisional Coordinators, Divisional Recording Secretary and Divisional Literature Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks. Other DPRC elected positions are Facility Coordinators and Panel Leaders.

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

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

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

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

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

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

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

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

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

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

SPECIAL RULES
From time to time the PRC will make special rules to assist in carrying out its Primary Purpose. Those that are permanent are recorded in this section of the guidelines.

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

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

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

6.4 Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any PR subcommittee assignments.
6.5 No Narcotics Anonymous meeting regularly conducted under the auspices of the PR subcommittee shall be held in any facility except when directly supervised by the PR subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

6.6 Any NA member who is involved with a given facility on a professional or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility.

For these same reasons, no PR member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, and probation or parole officer. Further, PR members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

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

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

6.9 Any member of the PR subcommittee on active parole/probation or who are Registered Sex Offenders will not be allowed to participate in or attend PR meetings in facilities being served by the subcommittee with out the permission of the authorities of the facility. Individual members are strictly prohibited from soliciting this clearance from facilities.

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

6.11 It shall be the responsibility of the panel leader to insure that all people attending any PR meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES. These GUIDELINES and PROCEDURES are submitted for the guidance of the PR membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions.

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

6.13 Failure to comply with any facility’s regulations could result in the cancellation of the PR meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of the PRC/DPRC.
6.14 Dress Code - Remember that you are representing the fellowship of Narcotics Anonymous and may be the first contact that the resident has with us.

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

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

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

TRUSTED SERVANTS
“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

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

7.1 PRC Chair
Coordinates all public relations efforts.
Presides at all regular and special subcommittee meetings and provides an agenda of the business at hand for said meeting.
Represents PRC at the regular meeting of the ASC by regular reports to ASC on the status of all proposed, current or completed plans.
Responsible for maintaining open line of communication with all PRC Officers
If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
Clean time requirement of two years plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Facilitate or appoint someone to facilitate PR Committee Orientations.
Must Attend the regular meetings of the PRC and ASC and the DPRC in which they live.
Must Attend the quarterly regional all subcommittee meeting.

7.2 PRC Vice Chair
In absence of the chair assumes all those responsibilities normally carried out by the chair until the ASC has an election for that position.
Works closely with the chair.
Responsible for maintaining open line of communication with all PRC Officers
In absence of an elected officer at the PRC or DPRC, assists the Chair or DC in insuring the duties of that position are fulfilled.
Clean time requirement of eighteen months plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Can assist with PR Committee Orientations.
Must Attend the regular meetings of the PRC and the DPRC in which they live.
Must Attend the quarterly regional all subcommittee meeting.
Encouraged to attend the ASC meeting.

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

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

7.5 PRC Phoneline Coordinator
Coordinates all Phoneline activities.
Makes monthly written report to the PRC on the status of all completed and ongoing Phoneline plans.
Clean time requirement of one year plus 6 months of PR experience (which would include General PR Orientation and Phoneline/12 Step orientations). Previous PRC or other relevant service experience.
Technical ability to update Phoneline.
Can assist with PR and Phoneline Orientations.
Must Attend the regular meetings of the PRC and the DPRC in which they live.
Encouraged to attend the quarterly regional all subcommittee meeting.

7.6 PRC Schedules Coordinator
Coordinates all schedules activities.
Makes monthly written report to the PRC on the status of the schedules.
Clean time requirement of one year plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Technical ability to update schedules.
Can assist with PR Committee Orientations.
Familiarity with all PR related NAWS handbooks. (Includes Public Relations Handbook).
Must Attend the regular meetings of the PRC and the DPRC in which they live.
Encouraged to attend the quarterly regional all subcommittee meeting.
7.7 PRC Website Coordinator
Coordinates all website activities.
Makes monthly written report to the PRC on the status of the website.
Clean time requirement of one year plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Technical ability to update website.
Familiarity with all internet and website related NAWS handbooks. (Includes Public Relations Handbook).
Must Attend the regular meetings of the PRC and the DPRC in which they live.
Encouraged to attend the quarterly regional all subcommittee meeting.

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

7.8 DPRC Divisional Coordinator
Coordinates all public relations efforts in the DPRC.
Presides at all regular and special subcommittee meetings in DPRC and provides an agenda of the business at hand for said meeting.
Makes monthly reports to PRC on the status of all proposed, current or completed plans in there Division.
If elected DPRC officer, panel leader or facility coordinator position is vacant, assists the Alt. DC to insure the duties of that position are fulfilled.
Responsible for maintaining open line of communication with all DPRC Officers and PRC Chair.
Clean time requirement of two years plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Facilitates or appoints someone to facilitate DPRC Orientations.
Must Attend the regular meetings of the PRC and the DPRC in which they live.
Encouraged to attend quarterly regional all subcommittee meeting.

7.9 DPRC Alt. Divisional Coordinator
In absence of the DC assumes all those responsibilities normally carried out by the DC until they are elected as DC or a new one is elected.
In absence of an elected officer at the DPRC, assists the DC to insure the duties of that position are fulfilled.
Works closely with the Divisional Coordinator.
Responsible for maintaining open line of communication with all DPRC Officers and PRC Chair.
Works with panel leaders to assure that new volunteers are placed as panel members.
Clean time requirement of eighteen months plus 6 months of PR experience (which would include General PR Orientation). Previous PRC or other relevant service experience.
Can assist with DPRC Orientations.
Must Attend the regular meetings of the DPRC in which they live.
Encouraged to attend PRC meeting.
Encouraged to attend the quarterly regional all subcommittee meeting.

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

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

The DPRC Facility Coordinator and DPRC Panel Leader are elected Trusted Servants of the DPRC (Sections 7.12 – 7.13)

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

7.13 DPRC Panel Leader  
Must be cleared for facilities prior to being elected.  
Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines. (Includes Public Relations Handbook and H&I Handbook).  
Informs Facility Coordinator as soon as possible when unable to conduct meeting.  
Invite Panel Speakers to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.  
Go over “Do’s and Don't s” with Panel Speakers.  
Clean time requirement of one year plus 6 months of PR experience (which would include General PR Orientation).  
Maintain communication with DPRC by providing a written monthly report.  
Must Attend monthly DPRC meeting in which they live.  
Encouraged to attend PRC meeting.  
Encouraged to attend the quarterly regional all subcommittee meeting.
The DPRC Panel Speaker and DPRC Phoneline Volunteer are members of the NA Fellowship who have gone through PR (and Phoneline/12 Step Volunteer when applicable) Orientation and wish to be of Service to the DPRC (Sections 7.14 – 7.15)

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

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

**Phoneline Volunteers**
Phoneline volunteers are NA members from all 4 of the Divisions of the Central Washington Area of NA. Experience has shown that the most successful volunteers possess certain assets, which are beneficial in the accomplishment of their responsibilities. Our Phoneline and PR Handbooks suggest a volunteer have a minimum of one year clean, appropriate training, a knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, the willingness to serve and the willingness to give of personal time.
For schedule purposes we suggest a volunteer take one eight-hour day shift, or one eight-hour overnight shift, per week as a one-month commitment as a minimum but volunteers can request more time as their schedule permits. Scheduling is handled by our Phoneline Coordinator on a monthly basis.
Phoneline volunteers Must attend the DPRC in which they live if they are scheduled to answer the phone and turn in their Phone Logs (See Section 7.15 for other requirements)

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

**Central Washington Area PR Plan Submission Form**

Name of plan: _____________________________________________________

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

Describe plan: ______________________________________________________________________

__________________________________________________________________________________

NA member responsible to communicate with public contact: _____________________________

Public contact name and phone: _______________________________________________________

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

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

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

Is NA literature needed? ______ If so, what:
____________________________________________
___________________________________________________________________________________

Lit. Cost: ______________

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

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

Does the plan adhere to NA’s traditions and concepts?
___________________________________________________________________________________

How does this project specifically fulfill NA’s primary purpose?
___________________________________________________________________________________

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

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

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

Total approximate cost: $_______________ Total approximate hours:
___________________________________________________________________________________

plan status: ______ approved ______approved when resources are available
_________rejected _______ referred to area with recommendation to approve

PRC member assigned to report on plan to PRC or ASC: _____________________________
General PR Volunteer Information

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

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

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

As new areas of service open up to us as a fellowship and allow us to carry our message of recovery to a wider audience, newer and more comprehensive specialized orientations will be added to help us. (Examples: Public Information at Junior High and High Schools, Drug Courts, DOC Parole / Probation offices, Medical Professionals. Area Newsletter, Area Web Page and Public Information Billboards, etc.)

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

General PR Volunteer Orientations Format.

Open with serenity prayer.
Welcome and Introductions of current officers
Hand out Volunteer Information from APPENDIX E
Read General PR Volunteer Information (APPENDIX B)
(Read) Internal and External Public Relations Statement
(Read) NAWS Vision Statement
10 minutes

Questions and Answers

Brief introduction to different kinds of
PR service work and PR resources
Guide to Local Service/12 Traditions and 12 Concepts
*H&I* --- Jails, Detox, Treatment Centers, Juvenile, Prisons
   H&I Handbook
*PI* --- Phoneline, Literature, Schedules, Presentations at Schools, Drug Courts,
   DOC Parole/Probation offices, Medical Professionals.
   Area Newsletter, Area Web Page
   PR and Phoneline Handbooks
15 minutes

Questions and Answers

Review Central Washington Area PRC Guidelines April 2009
   Voting Membership Sections 2.5 & 2.6, Special Rules Section 6,
   Trusted Servants Minimum Requirements Section 7
5 minutes

Questions and Answers

Review World Service Board of Trustees Bulletin #13, #29
Review H&I Service Bulletins #2, #5, #6
Read H&I Participant Do's and Don'ts
15 minutes

Questions and Answers

Close with 3rd step prayer.
45 minutes total
Phoneline / 12 Step Orientations Format

Open with serenity prayer.
Welcome and Introductions of current Officers
Hand out Volunteer Information from APPENDIX E
Read General PR Volunteer Information (APPENDIX B)
(Read) Internal and External Public Relations Statement
(Read) NAWS Vision Statement

Questions and Answers
10 minutes

Introductions of PR, Phoneline Handbooks and 12 Traditions and 12 Concepts
Read and Discuss Chapter 2 from Phoneline Handbook

Questions and Answers
20 minutes

Read and Discuss Chapter 4 from Phoneline Handbook

Questions and Answers
20 minutes

Explain Referral Forms - Flow Chart, Call Logs, Community Service Referral List, CWA Meeting Schedule (other Area's on Front)
Read World Service Board of Trustees Bulletin #13
Other 12 Step Programs (in cooperation not affiliation)
When Family Members Call
Read Family 12 Step Programs
What is Nar-Anon, Family Anonymous, Al-Anon?

Questions and Answers
20 minutes

When Professionals Call
Literature Requests (online at na.org & wnir-na.org)
Meeting or Presentations Requests (PR committee)

Questions and Answers
10 minutes

Review Central Washington Area PRC Guidelines, April 2009
(Volunteers received at PR Orientation NOT in this Packet)
Voting Membership Sections 2.5 & 2.6
DPRC Phoneline Volunteer Section 7.15

Questions and Answers
10 minutes

Role Playing
FAQ-Phoneline Volunteers' experience with calls

Questions and Answers
30 minutes

Close with 3rd step prayer.
2 hours total
Information to be handed out for General PR Orientations

General PR Volunteer Information (APPENDIX B)
Internal and External Public Relations Statement (from PR Handbook)
NAWS Vision Statement (from PR Handbook)
12 Traditions and 12 Concepts (short essay sheet from NAWS)
Central Washington Area PRC Guidelines April 2009
World Service Board of Trustees Bulletins #13, #29 (from NAWS)
H&I Service Bulletins #2, #5, #6 (from NAWS)
H&I Participant Do's and Don'ts (from H&I Handbook)
PR Committee Contact sheet (Officers and Panel Leaders)
Handbook Price Sheet

Member shall complete the General PR Orientation prior to attending the Phoneline / 12 Step Volunteer Orientation

Information to be handed out for Phoneline / 12 Step Volunteer Orientations

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

CWAPRC APPROVED LITERATURE

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

NA WHITE BOOKLET
NA WHITE BOOKLET (SPANISH)
INSTITUTIONAL GROUP GUIDE
BEHIND THE WALLS
H&I HANDBOOK W/AUDIO
IP #6 RECOVERY AND RELAPSE

IP #7 AM I AN ADDICT?
IP #8 JUST FOR TODAY
IP #11 SPONSORSHIP
IP #13 BY YOUNG ADDICTS
IP #17 FOR THOSE IN TREATMENT
IP #23 STAYING CLEAN ON THE OUTSIDE

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

PUBLIC RELATIONS HANDBOOK
GUIDE TO PHONELINE SERVICE
NA BASIC TEXT 6TH EDITION - SOFT COVER

IP 1 WHO, WHAT, HOW, & WHY
IP 12 THE TRIANGLE OF SELF OBSESSION
IP 16 FOR THE NEWCOMER
IP 22 WELCOME TO NA

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

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

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

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

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

SCHOOLS:
IP 1 WHO, WHAT, HOW, & WHY
IP 7 AM I AN ADDICT
IP 8 JUST FOR TODAY
IP 11 SPONSORSHIP
IP 13 BY YOUNG ADDICTS
IP 16 FOR THE NEWCOMER
IP 22 WELCOME TO NA