

GUIDELINES

Written 10/07

Article # 1

Name

The name of this sub-committee shall be Suffolk Area Outreach Sub-Committee. (Here in after maybe referred to as S.A.O.S.C.)

Article # 2

Purpose

Section 1: To bring Narcotics Anonymous meetings to Narcotics Anonymous members who have been isolated by illness, injury, and other reason beyond the individuals, or groups control.

Section 2: To provide Narcotics Anonymous member with another avenue to experience the twelfth step.

Section 3 To provide both the isolated member (or group) and the sub-committee members, the opportunity to share the therapeutic value of one addict helping another addict.

Article # 3

Officers

1: Suffolk Area Outreach Sub-Committee Chairperson

Requirements:

- One year Narcotics Anonymous street clean time. Six months Outreach experience.

Responsibilities

- Stay in touch with the narcotics Anonymous Help-Line.
- Attend all Regional Speaker-Exchange/Homebound/Outreach Regional Service Sub-Committee Meetings
- Run the monthly Sub-Committee meeting.
- Over see that all responsibilities of the Committee are being met.
- Report to the Suffolk Area Services Committee Monthly.
- To speak with member in need of outreach and set up the outreach needed.

2: Suffolk Area Outreach Sub-Committee Vice Chairperson

Requirements:

- One year narcotics Anonymous street Cleans time. Six month Outreach experience.

Responsibilities

- To help the chair fill the needed responsibilities.
- Attend all Regional Speaker-Exchange/Homebound/Outreach Regional Service Sub-Committee Meetings
- To act as Chair, in the absents, of the Chair in any of the list responsibilities above.

3: Suffolk Area Outreach Sub-Committee Secretary

Requirements:

6 months street clean time. The ability to record the minutes and show up monthly bases.

Responsibilities:

- Record the minutes of each sub-committee meeting.
- Distribute copies of those minutes to committee members at the following meeting.

Article # 4

Committee Members

Section 1: General Membership in the Suffolk Area Outreach Sub-Committee shall be open to all Narcotics Anonymous members.

Section 2: To vote at the Suffolk Area Outreach Sub-Committee business meeting, a member must have attended two (2) out of the last three (3) business meeting of the sub-committee. (For new member that would mean they could vote at the second meeting they attend.)

Article # 5

Suffolk Area Outreach Sub-Committee Meetings

The Suffolk Area Outreach Sub-Committee Business Meetings Shall be held on the second Thursday of the month. (Each Month) At St. John's Nepomucene Church, Locust Avenue and Church Street, Bohemia, NY. Time will be 7:00p.m.

Article # 6

General Policy

Written 10/07

Section 1: The Suffolk Area Outreach Sub-Committee shall not make any motion or take any action that (It knows or believes) conflicts with the twelve traditions, Suffolk Area policy, or any other narcotics anonymous literature.

Section 2: The Suffolk Area Outreach Sub-Committee shall comply in all its actions with the following documents in succession

- The twelve traditions and the twelve concepts
- The Suffolk Area Outreach Sub-Committee Policy
- The Current Suffolk Area Policy
- The Guide to Local Service
- Current publications of all pertinent Narcotics Anonymous handbooks and current edition of Robert's Rules of Order; newly revised.

Homebound

Revised 03/06

Purpose: To bring meetings to narcotics anonymous member who have been isolated by illness and/or injury.

Chairperson/meeting coordinator:

Requirements:

- Must have six month street narcotics anonymous cleans time. Must be a member of the sub-committee

Responsibilities

- To coordinate the meeting or meetings and make sure all person asked to take part have gone over the do's & don't with them.
- Meeting Precipitation: You must have six months street clean time and a good understanding we don't walk in alone. We always meet and go in as a group.

Do's & Don'ts

Do's

- Alert all individuals that attend meetings through S.A.O.S.C. for homebound to focus on spirituality, not illness.
- Respect the wishes of the recovering addict, we are there to help.
- Ask what type of meeting would be preferred: step, tradition, chapter, speaker, etc. Follow the group book and run as it as a regular meeting, including clean time.
- Respect all home, hospital and care facility rules.
- Use masks, gloves, and/ or gowns as requested or required.
- If addict being helped wishes, invite family and friends to participate, if present.
- Encourage the recovering addict to share at the end. This is to keep the focus on spirituality.

Don'ts

- Debate issues with recovering addict or their friends and family members.
- Discuss or offer opinions on medications prescribed by a doctor.
- Bring food, drinks, or contraband for yourself or the recovering addict.
- Enter a home or facility alone. Always have another member with you.
- Smoke in or at a home or facility. Do not throw butts out in parking lots or driveways of the recovering addict you are bring the meeting to.

OUTREACH

Purpose: To bring meetings to narcotics anonymous member that have been isolated from our meeting for any number of reasons.

Requirements:

- Must have six month street narcotics anonymous cleans time. Must be a member of the sub-committee

Responsibilities

- To coordinate the meeting or meetings and make sure all person asked to take part have gone over the do's & don't with them.
- Meeting Precipitation: You must have six months street clean time and a good understanding we don't walk in alone. We always meet and go in as a group.

Do's & Don'ts

Do's

- Alert all individuals that attend meetings through S.A.O.S.C. for Outreach to focus on spirituality, not the reason for the meeting.
- Respect the wishes of the recovering addict, we are there to help.
- Ask what type of meeting would be preferred: step, tradition, chapter, speaker, etc. Follow the group book and run as it as a regular meeting, including clean time.
- Respect all home, hospital and care facility rules.
- If addict being helped wishes, invite family and friends to participate, if present.

Don'ts

- Debate issues with recovering addict or their friends and family members.
- Discuss or offer opinions on medications prescribed by a doctor.

- Bring food, drinks, or contraband for yourself or the recovering addict.
- Enter a home or facility alone. Always have another member with you.
- Smoke in or at a home or facility. Do not throw butts out in parking lots or driveways of the recovering addict you are bring the meeting to.

Outreach via E-mail

Purpose: To give people another safe to get recovery if they are in an isolated place that doesn't let them get to meeting or receive letters. Or for the person who just has a one time question.

Requirements:

- One year narcotics anonymous street clean time. Knowledge of the 12 traditions. A member of the Sub-Committee. Have excess to a computer with an internet connect, and some knowledge of how to work a computer
- Responsibilities: To respond in a timely matter. To keep the committee in formed. To ask the Chair or Co-Chair how to respond if the are uncertain. And to stay within the 12 traditions of narcotics anonymous. Keep in touch with the webmaster for communicational purposes.

Do's & Don'ts

Do's

- Respond in a timely matter.
- Use narcotic anonymous language when speaking with other addicts.
- Use narcotic anonymous 12 traditions when speaking with addicts and non-addicts with questions.

Don'ts

- Give out your personal information.(name, e-mail, address, & photos)
- Give out opinions on any outside services.
- Agree to meet anyone alone.

Recovery by Mail

Purpose: To Give people in different facilities the ability to get connected.

Requirements:

- Must have 18 months street clean time. Knowledge of the 12 traditions. Must be a member of the Sub-Committee.

Responsibilities:

- Needs to read the letters coming in for informational purposes. (Male/Female Looking for sponsorship literature) Unless it is a repeat writer with someone's name on it. Then they are to get that person the letter.

Do's & Don'ts

Do's

- Have a minimum of one year narcotic anonymous street clean time, in order to answer letters.
- Do encourage the writer though your experience, strength, and hope.
- Do use narcotic anonymous language (example: addict, clean, serene, serenity, and hope)
- Do encourage making meetings inside and outside the facility where possible.
- Do encourage writing more then one letter as we are on a one month loop to receive our mail and we maybe there only friend
- Do respond as soon as possible

Don'ts

- Don't give out your full name, personal address, or home phone or cell phone number.
- Don't give or send any personal photographs.

- Don't send any financial assistance of any type.
- Don't write to acquaintances pass or present.
- Agree to meet anyone alone. (If you can't get someone to meet an addict come home with you. Meet them within ten minutes of the meeting in the parking lot so you know you will not be alone.)

Speaker Exchange

Written 10/2007

Purpose: To provide speakers for isolated groups, weather they be in our area our neighboring areas, or regions. Speaker Exchange is a group of men and women who represent their respective group rather than themselves. This in turn helps us further carry out the fifth tradition.

- Their will be no coordinator at this point.
- At this point we choose to focus on groups in Suffolk Area who are asking for help. And the groups will to help.

Miscellaneous Policy

Written 10/2007

- Any meeting that we anticipate going for longer then 3 months will always have a co-chair.
- All meeting going for more then six months will have elections for a new chair and co-chair. This will take place at the last regularly scheduled business of S.A.O.S.C. before the committee of the current chair and co-chair is finish. The new chair and co-chair will be advice of the start of their term and asked to sit in with the out going chair and or co-chair for the next few times for the sack of the addict we are bring the meeting to.