



New Beginnings Group Of Narcotics Anonymous

San Diego-Imperial Counties Region of Narcotics Anonymous

**New Beginnings Group, South Bay Area
AKA “The Nooner”
Home Group Guidelines,
Policies and Procedures**

Revised August 25, 2022

New Beginnings Group of Narcotics Anonymous Home Group Guidelines, Policies and Procedures

Home Group

Our home group is the committee that addresses and conducts the business of the New Beginnings Group. Our business meetings are closed proceedings and are open only to NA members. The outside public may attend by invitation only.

Purpose

The purpose of our home group is to ensure that the primary of the purpose of the group is fulfilled which is to carry the message to the addict who still suffers. We accomplish this by holding daily sharing meetings, Monday through Friday. We provide a setting in which a newcomer can identify with recovering addicts and find an atmosphere of recovery. We encourage the sharing of our experience, strength and hope with one another. We provide literature for sale, individual pamphlets (IPs) and tokens for the addicts who attend our meetings. We participate in the NA service structure as a whole.

Elected Members

We have home group members that are elected to their positions. They are:

1. Secretary (up to five).
2. Treasurer.
3. Group Service Representative (GSR).
4. Group Service Representative Alternate (GSRA).
5. Coffee Maker (up to five).

All elected home group members are eligible to vote upon taking office. Their presence at our business meetings adds validity to the group conscience decisions that are made. Their attendance is a requirement of their position.

Elections

Elections take place when there are vacancies to be filled in our group service positions. Announcements shall be made on a regular basis to inform meeting attendees what positions are open. We ask that candidates present themselves at our regular business meetings to be nominated to fill the vacancy and qualify themselves.

The suggested clean time for the elected group positions are:

	<u>Position</u>	<u>Clean Time</u>
1.	Group Coordinator	Three (3) years
2.	Secretary	One (1) year
3.	Treasurer	Three (3) years
4.	GSR	One (1) years
5.	GSRA	Six (6) months
6.	Coffee Maker	Clean & Willing

We ask the candidates to announce their clean time, that they inform us of any previous service commitments, they must affirm that they have a working knowledge of the Twelve Steps of NA and they must affirm that they have never misappropriated NA funds. If the candidate admits to having misappropriated NA funds, we ask that they affirm they have made full and complete restitution. A simple majority vote, one-half plus one of the voting members (51%) in attendance at the business meeting, is required to elect the candidate.

Group Business Meetings

Our home group conducts regular business meetings, which are held once a month on the day of the Area Service Committee (ASC) meeting, at 1:00 pm, after the sharing meeting. Any matter pertaining to our group may be discussed at these meetings and decisions are arrived at by seeking the guidance of our Higher Power and employing group conscience.

Other Members

We encourage meeting participants to join our home group by attending our regular business meetings. As with other NA committees, they are eligible to vote by demonstrating a commitment to the group. Once they have attended two (2) consecutive meetings, they become voting members. If they fail to attend our business meetings on a regular basis, they lose their right to vote.

Other Attendees

Any NA member may attend our business meetings. They may participate in the discussions and voice any concerns they may have about the group or the meetings. They are not eligible to vote on any matters before the group.

Quorum

In order to conduct our group business, we have to establish a quorum for the business meeting. The current voting members present at the time of the meeting shall constitute the quorum.

Agenda

To maintain order and decorum during our business meeting, we follow an agenda. Everyone who wishes to speak shall raise their hand to be recognized. Only one person shall have the floor at any time. Only one matter shall be discussed at any time.

1. The treasurer shall provide a financial report at every business meeting.
2. Prior to any monies being allocated for expenses, purchases or donations, an amount equal to one month's rent is set aside as a Prudent Reserve towards paying the rent at the end of the month.
3. Any remaining monies are then allocated as required: prudent reserve, literature, pamphlets, tokens, coffee supplies, and donations to the Area Service Committee (ASC), in that order.
4. Other matters may then be presented, discussed, debated, voted on or tabled for another time as may be decided by group conscience.

Voting

1. Any and all business to be placed before the home group requiring a vote should be made in the form of a motion. All motions require a second.
2. The maker may speak to the motion, followed by a maximum of three pros and three cons.
3. A simple majority vote, one-half plus one of the voting members (51%) in attendance at the business meeting, is required for any motion to pass.
4. Any motion may be tabled for one month if a voting member wishes to gather further information on the motion prior to voting.

Landlord's Rules and Requests

We have been asked by the landlord to comply with certain rules and requests. The secretary announces these at each sharing meeting. They are as follows:

1. The meeting room and restrooms are a non-smoking area and the use of electronic cigarettes is not permitted. If you must smoke, you may do so in the upper courtyard and please do not litter. Dispose of your butts in the ashtray located next to the chimney.
2. Do not congregate in the lower area. That is a pre-school area. If you congregate outside the meeting room before or during the meeting, remember there are children present so please watch your language and behave in a quiet and respectful manner.

3. There are no dogs allowed in the room except for service dogs.
4. Do not congregate in the area after the meeting is over.
5. We need your cooperation with these matters if we wish to keep this facility for our meetings.

Additionally, the landlord has asked that we limit the use of our key to access the facility for our meetings only. The key may not be used at any other times and for no other purpose, without exception. We will have a security lock box attached to the hand rail located in the west end of the upper courtyard. It will contain a) a key to the meeting room and the building next door where the restrooms are located and b) the key to the padlocks on the storage containers that hold the meeting bag and coffee supplies. All of the elected trusted servants of the group, except for the coffee maker, will have the combination to the lock box.

Sharing Meeting

We follow a format agreed upon by group conscience. We provide a setting in which a newcomer can identify with recovering addicts and find an atmosphere of recovery. We read from the “Just For Today” meditation book and then share on it. We encourage the sharing with one another of our experience, strength and hope. We provide literature and tokens for the addicts who attend our meetings. (*See meeting format*)

Group Coordinator’s Duties and Responsibilities

The Group Coordinator shall:

1. Oversee the group functions and facilitate the smooth operation of the meetings.
2. Convene and conduct the Group Business Meetings the day of the ASC meeting.
3. Assist in maintaining an atmosphere of recovery during the sharing meetings and convene group members to deal with any disruptions or problems that may occur.
4. Have an emergency set of keys to the rooms and the storage containers.
5. In the absence of a Secretary, the Group Coordinator shall fill in and conduct that meeting.
6. In the absence of the Treasurer, the Group Coordinator shall be responsible for paying the rent before the 1st of every month, be responsible for any and all group purchases, expenses and donations. They keep receipts for any and all transactions and make them available when requested by any voting home group member.
7. In the absence of the GSR, the GSRA, the Group Coordinator, a Secretary or the Treasurer shall represent the group at the ASC meeting. They also shall pick up the literature order at the ASC meeting and secure a receipt from the ASC Treasurer.
8. Recruit qualified candidates to fill any vacancies in the group service structure.

Secretary’s Duties and Responsibilities

Sharing Meeting

1. The secretary should arrive 20-30 minutes prior to the start of the meeting. We will have a security lock box attached to the hand rail located in the west end of the upper courtyard. It will contain a) a key to the meeting room and the building next door where the restrooms are located and b) the key to the padlocks on the storage containers that hold the meeting bag and coffee supplies. Each secretary is responsible for opening the room, turning on the lights and fans, and setting up for the meeting. The main light switch is located by the east front door. The fluorescent light switch is located in the northwest corner. The fan switch is located in the southwest corner. They shall also open the building where the restrooms are located. They shall put out the literature for sale, IPs, activity/event flyers and the secretary’s log book to record the meeting’s proceedings. The secretary hands out the readings.
2. The secretary is not responsible for making coffee but may choose to do so (see Coffee Maker’s Duties and Responsibilities for instructions on making coffee). The carafe is made of glass and is very fragile. Please be very careful when handling it. If the carafe breaks, there are replacement carafes in the supplies container.

3. If a secretary is unable to attend the meeting on their assigned day, they shall contact another secretary to step in for that day. If this is not successful, they shall contact the Group Coordinator. If this is not successful, they shall contact the Treasurer.
4. The secretary follows the format provided by group conscience. Each secretary picks a leader for the meeting. The leader is also asked to follow the format provided and should be able to carry a message of recovery on the topic of the day and share their experience, strength and hope.
5. In the absence of the treasurer, each secretary counts the 7th tradition, and has the count verified by the leader. The money is placed in an envelope, recording the date, the amount collected and signed by both the secretary and the leader. The money is then placed in the secretary's log book and secured in the group storage containers after the meeting.
6. Each secretary is given the combination to the security lock box where the keys are kept. They are responsible for securing the keys after the meeting. Any loss of these keys shall be reported immediately to the group coordinator or the treasurer.
7. Each secretary is responsible for informing the treasurer should there be a need to replace any literature, IPs, tokens, forms or other meeting supplies.
8. After the meeting, each secretary shall a) makes sure the meeting bag, coffee pot and other meeting supplies are secure in the group storage containers; b) make sure the room is clean of trash and other debris; c) take out the trash and place it in the bin located west of the meeting room. New trash bags are located in the storage container; and d) turn off the lights and fans and secure all doors.

Court Slips

The group provides the service of signing court slips or other attendance verification slips that are brought by attendees. The secretary will affix the group stamp, along with date, time and signature as requested.

Phone Lists

The secretary keeps a copy of the group's men and women phone lists in the secretary's log book. The secretary should allow addicts to add their name and number to the list as requested. If a newcomer or any other addict needs a phone list, one should be provided to them.

Disruptive and Inappropriate Behavior

Each secretary is responsible for maintaining decorum during the meeting. We have, on occasion, experienced disruptive and inappropriate behavior at our sharing meetings.

1. If attendees are making too much noise, the secretary should announce that, out of respect for those attending, the disrupters should take their conversations outside so as not to disturb the meeting.
2. If there is any inappropriate behavior, the secretary should announce that, as our literature states, "the addict is always welcome but not their behavior is not."
3. If there are any disruptive shares or loud outbursts, the secretary should call for a short break in the meeting or ask everyone for a moment of silence and a prayer so that order may be restored.
4. Remember, "In an effort to respect members' individual rights, we sometimes forget to respect the group. In our respect for other members, we must not allow any individual to prevent a group from creating an atmosphere of recovery." (*from Service Pamphlet on Disruptive and Violent Behavior, NA World Services*)

ASC Meeting

1. In the absence of the GSR, the GSRA, the Group Coordinator, a Secretary or the Treasurer shall represent the group at the ASC meeting. They also shall pick up the literature order at the ASC meeting and secure a receipt from the ASC Treasurer.

Treasurer's Duties and Responsibilities

The treasurer shall:

1. Collect the 7th Tradition at every meeting and verifies the count with the secretary. The money is placed in the treasurer's log book and secured in the group storage container after the meeting. The treasurer shall have a key to the storage containers.
2. Provide a weekly report at every Friday sharing meeting and a financial report at every business meeting.
3. Be responsible for securing the group prudent reserve. The group carries one month's rent as a prudent reserve. The reserve is set aside exclusively to assist in paying the rent or some other emergency as agreed upon by group conscience. Should use of any part or all of the reserve become necessary, that amount used shall be replaced using donations gathered through the 7th Tradition before any and all expenses are addressed.
4. Pay the rent before the 1st of every month.
5. Be responsible for any and all group purchases, expenses and donations. They keep receipts for any and all transactions and make them available when requested by any voting home group member.
6. Place orders for literature, IPs and tokens with the RSO Literature Sales Liaison at the ASC meeting for delivery at the next ASC meeting. Such orders shall be picked up and paid for by the GSR attending the ASC meeting. The GSR shall secure a receipt for the purchase from the RSO Literature Sales Liaison. In the absence of the GSR, the GSRA, the Group Coordinator, a Secretary or the Treasurer shall pick up the order.
7. The group priorities for the use of our treasury is as follows:
 - a. Rent.
 - b. Prudent Reserve (*one month's rent*).
 - c. Literature.
 - d. Individual Pamphlets.
 - e. Tokens.
 - f. Coffee Supplies.
 - g. Donations to the ASC.
8. In the absence of the GSR, the GSRA, the Group Coordinator, a Secretary or the Treasurer shall represent the group at the ASC meeting.

Group Service Representative's (GSR) Duties and Responsibilities

1. Our GSR links our group to the rest of Narcotics Anonymous. The GSR participates on our behalf at the ASC, conveying a sense of our group's wishes to the service structure and brings back information on what's happening in the larger world of NA. The GSR reports to the ASC on our group's status and condition and reports back to our group on the activities of the ASC. It is suggested that outgoing secretaries become the GSR because they are more knowledgeable about how the group feels and can better serve the group's needs.
2. Our GSR is delegated the authority to serve in their own right as an active participant of the ASC, exercising their own conscience and best judgment in the best interests of NA as a whole. While our GSR is elected by and accountable to the group, they are not mere group messengers. They are responsible to act in the best interests of NA as a whole, not solely as advocates of our group's priorities. After carefully considering their own conscience and what they know about how their group members feel, they shall take active, critical parts in the discussions, which form the group conscience of the entire ASC.
3. In the absence of a GSR, the GSRA, Group Coordinator, a Secretary or the Treasurer shall represent the group at the ASC meeting.
4. The ASC provides all GSRs with an orientation package that outlines what a GSR may offer the ASC and the group that they represent.
5. The treasurer shall orders for literature, IPs and tokens with the RSO Literature Sales Liaison at the ASC meeting for delivery at the next ASC meeting. Such orders shall be picked up and

paid for the by the GSR attending the ASC meeting. The GSR shall secure a receipt for the purchase from the RSO Literature Sales Liaison. In the absence of the GSR, the GSRA, the Group Coordinator, a Secretary or the Treasurer shall pick up the order.

Group Service Representative's Alternate (GSRA) Duties and Responsibilities

1. The GSRA attends all the ASC meetings, as a non-voting participant, with the GSR so that they can see for themselves how the committee works.
2. If the GSR cannot attend the ASC, the GSRA shall participate in the GSR's place. As such, they shall be a voting participant. This experience shall help make them more effective ASC participants and shall allow them to better serve the group if elected as GSR.
3. In the absence of the GSR, the GSRA shall fulfill all the duties and responsibilities of the GSR
4. The GSRA should be willing to serve as GSR after completing their term of office as GSRA.

Coffee Maker's Duties and Responsibilities

1. Each coffee maker should arrive 15 minutes prior to the meeting to prepare the coffee. The group brews no more than two pots of coffee per meeting.
 - A. Use two (2) scoops of coffee grounds to make one carafe of coffee. Place coffee grounds in the wire filter basket. Swing the water spout over the coffee grounds.
 - B. Fill the carafe with cold water and pour into water reservoir to just below the overflow slot located in the rear. Set controls for "Brew Now" and "Regular Brew".The carafe is made of glass and is very fragile. Please be very careful when handling it. If the carafe breaks, there are replacement carafes in the supplies container.
2. The coffee maker sets out creamer, sugar, sugar substitute, cups, lids and stirring spoon next to the coffee pot.
3. After the meeting, the coffee maker throws the grounds in the trash and rinses out the carafe and wire filter basket, and secures the coffee maker and all coffee supplies in the group storage container.
4. In an effort to have adequate coffee supplies on hand, we maintain the following inventory:
 - a. Coffee - one 48 ounce size.
 - b. Non-dairy Creamer - two 35 ounce size.
 - c. Sugar - one 10 pound bag.
 - d. Sugar substitute - one 1000 count box.
 - e. 8 ounce coffee cups - one 1000 count box.
 - f. Coffee cup lids - one 1000 count box.
 - g. Spoons - one 100 count box.
 - h. Paper napkins
5. The coffee maker is responsible for informing the treasurer should there be a need to replace any coffee supplies.

Literature, Tokens and Incidentals

In an effort to have adequate meeting supplies on hand, we maintain the following inventory:

1. One each - Basic Text, Just For Today, It Works How and Why, NA Step Working Guides, Sponsorship, Living Clean - The Journey Continues, Guiding Principles - The Spirit Of Our Traditions and other new literature that may come available.
2. Ten each - IPs #1, #5, #6, #7, #8, #9, #11, #12, #13, #14, #16, #19, #21, #22, #23, #29, #30.
3. Fifty each Newcomer tokens; Ten each 30 days, 60 days, 90 days, 6 months, 9 months, 1 year, 18 months and multiple year tokens.
4. 50 Meeting Log sheets – double-sided.
5. 50 Sign-in sheets – single-sided.
6. 12 Men's Phone List and 12 Women's Phone List.
7. One box (100 count) - Envelopes, 6 ½ in.



New Beginnings Meeting Of Narcotics Anonymous

LEADER

(At 12:00 Noon, announce)

Welcome to the **New Beginnings** meeting of Narcotics Anonymous. My name is _____ and I am an addict. Let us open the meeting with a moment of silence for the addict who still suffers, followed by the Serenity Prayer.

*God, grant me the serenity,
to accept the things I cannot change,
the courage to change the things I can,
and the wisdom to know the difference.*

This is an “open” meeting of Narcotics Anonymous. Everyone is welcome to attend. At this meeting, we read from the “Just For Today” meditation book and then share on today’s meditation.

We ask that you respect the primary purpose of this meeting, which is to provide a safe place where addicts can share their recovery with one another. This group wishes to maintain an atmosphere of recovery during the meeting. Out of respect for those attending, please turn your cell phones off or place them on silent at this time. If you wish to speak to the person next to you, please take it outside so that others can hear the message of recovery. Someone’s life may depend on it. *Thank you.*

I have asked someone to read Who Is An Addict? *Thank you.*

I have asked someone to read What Is The Narcotics Anonymous Program? *Thank you.*

I have asked someone to read Why Are We Here? *Thank you.*

I have asked someone to read How It Works. *Thank you.*

I have asked someone to read The Twelve Traditions Of NA. *Thank you.*

I have asked someone to read We Do Recover. *Thank you.*

The most important person at any meeting is the Newcomer. This is not to embarrass you, but to get to know you better. Is there anyone attending with 29 days or less of consecutive clean time? Would you please introduce yourselves by first name only? *Welcome!*

Is there anyone attending this meeting for the first time? *Welcome!*

Is there anyone attending from outside the San Diego-Imperial Counties Region? *Welcome!*

I will now turn the meeting over to our Secretary for announcements, celebrations and the 7th tradition.

(over)

(After the Secretary turns the meeting back over to you, announce)

I will now read today's meditation and then share on it. After that, I will call on two members to share. Please limit your sharing to 3-5 minutes. The group uses a timer. If you hear it, please allow others to share.

(After the two sharings, announce)

Please raise your hand if you wish to share. The meeting is now open.

(At 12:50 pm, announce)

That is all the time we have today for sharing but there is always time for a burning desire. Is there anyone who feels they may use today or someone who feels that they may harm themselves or others? Is there a newcomer who needs to share? We ask that you please share now.

(If there is no burning desire or the burning desire was a short one, announce)

We still have a little time. Would anyone like to share?

(After the sharing, announce)

Thank you for allowing me to lead today. I will now turn the meeting back over to our Secretary.



New Beginnings Meeting Of Narcotics Anonymous

SECRETARY

I am the Secretary for today's meeting. My name is _____ and I am an addict.

For the protection of our group, as well as the meeting facility, we ask that you have no drugs or paraphernalia on your person at the meeting. If you have any of these, leave now, dispose of them, and then return to the meeting. If you have used any drugs today, we ask that you refrain from sharing and, instead, talk to someone after the meeting. If you have any court slips, bring them up and they will be signed and ready for you after the meeting.

There are NA meeting schedules, pamphlets and flyers free for the taking and we have NA literature for sale at cost. If you wish to purchase any, please see me or the Treasurer after the meeting.

There is free coffee available on the table. Use the lids provided and clean up after yourselves. The restrooms are located next door (down the hall and to your right). If you have brought your children, please keep them with you at all times.

The landlord has asked us to comply with a couple of requests. The meeting room and restrooms are a non-smoking area and the use of electronic cigarettes is not permitted. If you must smoke, you may do so in the upper courtyard and please do not litter. Dispose of your butts in the ashtray located next to the chimney. Do not congregate in the lower area. That is a pre-school area. If you congregate outside the room before or during the meeting, remember there are children present so please watch your language and behave in a quiet and respectful manner. There are no dogs allowed in the room except for service dogs. Do not congregate in the area after the meeting is over. We need your cooperation with these matters if we wish to keep this facility for our meetings. *Thank you.*

At NA meetings, we introduce ourselves as ADDICTS. When our members identify themselves as "addicts and alcoholics" or talk about living "clean and sober", the clarity of the NA message is blurred. To speak in this manner suggests that there are two diseases and that somehow one drug is separate from the rest, requiring special recognition. Our identification as ADDICTS is all-inclusive, referring to the disease of addiction, allowing us to concentrate on our similarities, not our differences.

The Newcomer is the most important person at any meeting because we can only keep what we have by giving it away. Would those of you who introduced yourselves as newcomers please come up and get a newcomer token and a hug from our Leader. *Welcome home!*

(over)

We ask that you respect the primary purpose of this meeting, which is to provide a safe place where addicts can share their recovery with one another. This group wishes to maintain an atmosphere of recovery during the meeting. Out of respect for those attending, please turn your cell phones off or place them on silent at this time. If you wish to speak to the person next to you, please take it outside so that others can hear the message of recovery. Someone's life may depend on it. Please limit your sharing to 3-5 minutes. The group uses a timer. If you hear it, please allow others to share. *Thank you.*

In NA, we celebrate various periods of clean time: thirty, sixty, ninety days; six, nine and eighteen months with a token; and a year and every year thereafter with a token, a song and maybe a cake. I have been made aware of _____ special occasion(s). Are there any others I have not been made aware of?

Our first occasion is _____ to _____ from _____; *(etcetera)*

Our Seventh Tradition states, "Every NA group ought to be fully self-supporting, declining outside contributions." We will pass a basket around for your donations. The money we collect pays for the rent, literature, tokens and coffee supplies. Anything that is left over, we pass on to the area service committee. It costs nothing to belong to NA. You are a member when you say you are.

I will now turn the meeting back over to our leader for today's reading.

(After the Leader turns the meeting back over to you, announce)

Can we have a treasurer's report? *Thank you.*

(Monthly, on the day after the ASC meeting) Can we have a GSR Report? *Thank you.*

Let's thank _____ for leading a great meeting.

Let's thank _____ for making the coffee today.

Let's thank those who read and shared.

Once again, let's welcome our newcomers _____, our first timers _____ and our out-of-towners _____.

Let's congratulate those who celebrated clean time _____.

If you would like to be added to our phone list, please see me after the meeting.

If you would like to make this your home group, please attend our business meeting, which is held on the 4th Thursday of every month at 1:00 pm after the sharing meeting. Our next meeting will be on _____.

Don't forget to pick up your court slips after the closing prayer.

Do we have any NA related announcements?

To show the newcomer that the NA program works, would those of you with a year or more clean time please raise your hands.

Let's circle up.

(After everyone circles up, announce)

I have asked someone to read Just For Today.

(Ask the Leader) Would you please close the meeting with an NA prayer?



New Beginnings Meeting Of Narcotics Anonymous

DATE: _____
 SECRETARY: _____
 LEADER: _____
 TREASURER: _____
 COFFEE MAKER: _____
 ATTENDANCE: _____

WHO IS AN ADDICT? _____
 WHAT IS THE NA PROGRAM? _____
 WHY ARE WE HERE? _____
 HOW IT WORKS: _____
 THE 12 TRADITIONS OF NA: _____
 WE DO RECOVER: _____
 JUST FOR TODAY: _____

NEWCOMERS

FIRST TIMERS

OUT OF TOWNERS

RECOVERY CELEBRATIONS

<u>TIME</u>	<u>TO</u>	<u>FROM</u>	<u>TIME</u>	<u>TO</u>	<u>FROM</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PREVIOUS BALANCE: \$ _____
 7TH TRADITION: \$ _____
 BOOK SALE: \$ _____
 SUB-TOTAL: \$ _____
 EXPENSES: \$ _____
 NEW BALANCE: \$ _____

EXPENSES
 LIT & TOKENS: \$ _____
 COFFEE SUPPLIES: \$ _____
 RENT: \$ _____
 ASC DONATION: \$ _____
 TOTAL EXPENSES: \$ _____

DATE: _____
 SECRETARY: _____
 LEADER: _____
 TREASURER: _____
 COFFEE MAKER: _____
 ATTENDANCE: _____

WHO IS AN ADDICT? _____
 WHAT IS THE NA PROGRAM? _____
 WHY ARE WE HERE? _____
 HOW IT WORKS: _____
 THE 12 TRADITIONS OF NA: _____
 WE DO RECOVER: _____
 JUST FOR TODAY: _____

NEWCOMERS

FIRST TIMERS

OUT OF TOWNERS

RECOVERY CELEBRATIONS

<u>TIME</u>	<u>TO</u>	<u>FROM</u>	<u>TIME</u>	<u>TO</u>	<u>FROM</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PREVIOUS BALANCE: \$ _____
 7TH TRADITION: \$ _____
 BOOK SALE: \$ _____
 SUB-TOTAL: \$ _____
 EXPENSES: \$ _____
 NEW BALANCE: \$ _____

EXPENSES
 LIT & TOKENS: \$ _____
 COFFEE SUPPLIES: \$ _____
 RENT: \$ _____
 ASC DONATION: \$ _____
 TOTAL EXPENSES: \$ _____



New Beginnings Meeting Of Narcotics Anonymous

DATE: _____
 SECRETARY: _____
 LEADER: _____
 TREASURER: _____
 COFFEE MAKER: _____
 ATTENDANCE: _____

WHO IS AN ADDICT? _____
 WHAT IS THE NA PROGRAM? _____
 WHY ARE WE HERE? _____
 HOW IT WORKS: _____
 THE 12 TRADITIONS OF NA: _____
 WE DO RECOVER: _____
 JUST FOR TODAY: _____

NEWCOMERS

FIRST TIMERS

OUT OF TOWNERS

RECOVERY CELEBRATIONS

<u>TIME</u>	<u>TO</u>	<u>FROM</u>	<u>TIME</u>	<u>TO</u>	<u>FROM</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PREVIOUS BALANCE: \$ _____
 7TH TRADITION: \$ _____
 BOOK SALE: \$ _____
 SUB-TOTAL: \$ _____
 EXPENSES: \$ _____
 NEW BALANCE: \$ _____

EXPENSES
 LIT & TOKENS: \$ _____
 COFFEE SUPPLIES: \$ _____
 RENT: \$ _____
 ASC DONATION: \$ _____
 TOTAL EXPENSES: \$ _____

DATE: _____
 SECRETARY: _____
 LEADER: _____
 TREASURER: _____
 COFFEE MAKER: _____
 ATTENDANCE: _____

WHO IS AN ADDICT? _____
 WHAT IS THE NA PROGRAM? _____
 WHY ARE WE HERE? _____
 HOW IT WORKS: _____
 THE 12 TRADITIONS OF NA: _____
 WE DO RECOVER: _____
 JUST FOR TODAY: _____

NEWCOMERS

FIRST TIMERS

OUT OF TOWNERS

RECOVERY CELEBRATIONS

<u>TIME</u>	<u>TO</u>	<u>FROM</u>	<u>TIME</u>	<u>TO</u>	<u>FROM</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PREVIOUS BALANCE: \$ _____
 7TH TRADITION: \$ _____
 BOOK SALE: \$ _____
 SUB-TOTAL: \$ _____
 EXPENSES: \$ _____
 NEW BALANCE: \$ _____

EXPENSES
 LIT & TOKENS: \$ _____
 COFFEE SUPPLIES: \$ _____
 RENT: \$ _____
 ASC DONATION: \$ _____
 TOTAL EXPENSES: \$ _____