

HOSPITAL AND INSTITUTION GUIDELINES

I. BASIC PURPOSE

The Arizona Regional Service Committee (ARSC) H&I Subcommittee serves the needs of the Areas within the Region by conducting activities that promote growth, strength and unity of all H&I efforts as needed within the Region and the fellowship.

II. FUNCTION OF THE SUBCOMMITTEE

1. Coordinate with the ARSC PR subcommittee with introductions to new facilities.
2. Provides a forum or pooling places for Area H&I Subcommittees to share their experience, strength and hope and resources.
3. Maintains an updated listing of all appropriate facilities within the Region and records which ones are served by which area subcommittee and the type of services that are being performed.
4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee, also known as regional panels.
5. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
6. Maintains communication with the Regional Service Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional H&I Subcommittee.
7. To be a subcommittee of the Arizona Regional Service Committee and maintain effective communication and cooperation with that committee.
8. To follow the Guidelines contained in the World Service Conference (WSC) H&I Handbook and/or the ARSC H&I subcommittee.
9. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or quarterly business meetings.
10. Manage the Sponsorship Behind the Walls Program for the Arizona Region of Narcotics Anonymous.
11. Works together as a committee to provide a yearly budget.
12. The ARSC H&I Subcommittee shall meet as needed to review guideline revisions.
13. Western Service Learning Days (WSLD) Attendance: Voting for the ARSC H&I members attendance will be at the May subcommittee meeting.

III. SUBCOMMITTEE MEMBERSHIP

1. Membership on the ARSC H&I Subcommittee Regional Literature Disbursement Coordinator, Behind the Walls Coordinator, Chairpersons of the recognized area H&I Subcommittees or their designated representative; as well as, any member of the fellowship who wishes to better carry the message to Hospitals and Institutions will serve as committee members.
2. The Chairperson follows ARSC election cycle. All other elections for this committee take place in September.
3. Positions beginning mid cycle will extend to include the following full cycle term.
4. All positions require knowledge of Microsoft software or the willingness to learn the software used by this committee and the ARSC.
5. All members of the H&I subcommittee are required to attend the subcommittee meetings. Loss of clean time, non-fulfillment of duties, or missing two (2) consecutive meetings without prior notification may result in removal from service position by a simple majority vote of the subcommittee. A written or verbal report will be accepted in the event the person is not able to attend.

IV. QUALIFICATIONS AND RESPONSIBILITIES OF ELECTED SUBCOMMITTEE MEMBERS

A. CHAIRPERSON

1. Is elected by the consensus of the ARSC. The chairperson is nominated by the H&I subcommittee.
2. Requires five (5) year clean time.
3. Requires a commitment to a term of one (1) year, with a term limit of two terms.
4. Must have a minimum of one (1) year activity at the Regional level of Hospitals and institutions work.
5. Must express a willingness to serve.
6. Mediates all meetings of the Subcommittee with a general understanding of Consensus based decision making (CBDM).
7. Prepares a report for each ARSC meeting and makes all ideas/request on behalf of and is the voice of the ARSC H&I Subcommittee.
8. Coordinates and is responsibilities for all work done by the ARSC H&I subcommittee.
9. Is available to answer questions for the Area H&I Subcommittees.
10. Prepares a budget with the Subcommittee to be submitted for the approval of the ARSC for the upcoming year.
11. Assist in coordination of new panels.
12. Be available to perform quarterly audits of literature and records.
13. Fills in for open positions as needed.
14. Facilitates or coordinates H&I presentations when requested by Arizona Regional Service Committee (ARSC).

B. VICE CHAIRPERSON

1. Can be Area H&I Chair, Area representative or Regional H&I member.
2. Is elected by the H&I Subcommittee.
3. Requires at least (3) years uninterrupted clean time.
4. Requires a commitment of at least two (2) years. (One (1) year as Vice Chair and one (1) year as Chair)

5. Must have at least one (1) year experience in H&I work.
6. Prepares a report of each H&I Subcommittee meeting and makes all ideas/request on behalf of and is the voice of the H&I Subcommittee in the absence of the ARSC H&I Chairperson and must attend all meetings of the Subcommittee as well as the Last three (3) ARSC meetings.
7. Works with the Chairperson to ensure the smooth operation of the ARSC H&I subcommittee
8. Chairs all Workgroup Committee meetings.
9. Coordinates with the Literature Disbursement Coordinator as needed for back-up.
10. Be available to perform quarterly audits of literature and records.

C. SECRETARY

1. Can be Area H&I Chair, Area representative or Regional H&I member.
2. Is elected by the ARSC H&I Subcommittee.
3. Requires at least three (3) years clean time.
4. Requires a commitment to a term of one (1) year, with a term limit of two terms.
5. Must have at least six (6) months experience in H&I work.
6. Must have a certain amount of clerical skills.
7. Must keep an accurate set of minutes of all H&I Subcommittee meetings and learning sessions. (Topic discussed).
8. Responsible for distributing minutes monthly to all area H&I Subcommittee representatives.
9. Maintain a file of all correspondence and minutes at the Arizona Regional Service Committee on OneDrive. The next business meeting must turn in all receipts.
10. Work with the Chairperson to ensure a smooth operation of the ARSC H&I Subcommittee.

D. REGIONAL COORDINATOR

1. Is elected by the ARSC H&I Subcommittee.
2. Must have had held an Area H&I committee service position with the last 5 years. Prior experience as an AZ Area Prison Coordinator within last 5 years is very helpful.
3. Requires 5 years clean time and has preferably served in the Co-Coordinator position prior.
4. Must have at least one year Regional H&I work.
5. Works with ADCR&R (Arizona Department of Corrections) Headquarters on a regular basis to maintain a strong relationship. Tasks may include:
 - Regular phone calls to propose ideas, questions, concerns, etc.
 - Working to upload literature, recordings, etc to the tablets.
 - Get updates (in writing) on policy changes. Communicates to committee and Prison Coordinators.
 - Provide details of virtual meetings, including convention opportunities for facilities to log into.
 - Maintains active communication with area prison coordinators and provides support, training, or do conference calls when needed. Provide written ADCRR policy changes.

6. Works with ADCR&R Volunteer Coordinator in HR to find status of applications for our area prison coordinators, request details of badging policy, etc.
7. Facilitates & organizes literature deliveries to prison staff in coordination with area prison coordinators. May involve conference calls to initiate relationships for the area or find out the staff to work with.
8. Help with any problems/challenges that any regional panel may be having with any facility. This includes contacting facilities mail & property if issues with BTW literature getting to sponsee.
9. Works with PR when needed.
10. Position 2 years, no longer than two terms.

E. REGIONAL CO-COORDINATOR

1. Is elected by the ARSC H&I Subcommittee.
2. This is a training position. The co-Coordinator will train with the Coordinator for the items above. Recognition of clean time and experience may be less.

F. LITERATURE DISBURSEMENT COORDINATOR

1. Is elected by the ARSC H&I Subcommittee.
2. Can be Area H&I Chair, Area representative or Regional H&I member.
3. Requires at least two (2) year clean time.
4. Must have at least one (1) year experience in H&I work.
5. Requires a commitment to a term of one (1) year and a term limit of two terms.
6. It is the responsibility of the Regional Literature Disbursement Coordinator to distribute N.A. Conference-approved literature and any other items the ARSC H&I Subcommittee uses in carrying the message, such as copies of Reaching Out to ARSC Regional H&I Panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular ARSC H&I Subcommittee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the Chair and Vice chair to ensure that the literature outlays are reasonable and accounted for.
7. Disbursement of literature should be made directly to the Regional Panel Chairpersons, or to their designated representative in the case of their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the ARSC H&I Subcommittee.
8. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.
9. Sends committee approved literature to Behind the Walls sponsees participating in Sponsorship Behind the Walls through **MEDIA MAIL**, where that service is available. Books being distributed to sponsees include the Basic Text, It works How and Why, the Step Working Guide, Reaching Out and a 0 dollar invoice.
10. Mails Literature to go out to sponsees in the BTW Program within one week of being notified by the BTW Coordinator.

11. Send notice to committee members that literature has been distributed to sponsees thru the group chat.
12. Distributes literature to prison facilities when needed through the discretion of subcommittee.
13. Works with Chair and Vice Chairpersons to provide a yearly literature budget.

G. ACTIVITIES COORDINATOR

1. Is elected by the ARSC H&I Subcommittee.
2. Can be Area H&I Chair, Area representative or Regional H&I member.
3. Requires at least two (2) years of clean time.
4. Requires a commitment to a term of one (1) year and a term limit of two terms
5. Must have some understanding and experience with H&I as well as all activities.
6. Must attend all ARSC H&I Subcommittee meetings and is responsible to maintain a regular and on-going link of communication between ARSC H&I Subcommittee and ARSC Activities Subcommittee.
7. Coordinates ARSC H&I participation with Area/Regional Learning Days, Marathons, etc.
8. Oversees ARSC H&I fundraising activities.
9. Insures that the Regional H&I Learning Day is scheduled, coordinated with the Regional Delegate and the hosting areas. Responsibilities associated with this major task include, but are not limited to the following:
 - Regional H&I Learning Day Banner
 - Flyer design and printing
 - Workshop assignments
 - Program for Learning Days
 - Speaker presentation and recording

Annual H&I Learning Day Guidelines

1. The Regional H & I Activities Chairperson along with the Regional H&I Subcommittee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked, that area shall be removed from the pool until all areas have had an opportunity to host the event.
2. The venue itself shall be secured by the local area committees.
3. Flyers:
 - a. Themes, artwork and logos shall be selected by the local area or other interested A members.
 - b. Flyers shall be paid for, printed and distributed by the Regional H&I Budget in conjunction with the local area sponsoring the event.
 - c. Flyers shall be distributed through the ARSC.
4. One (1) representative from each subcommittee shall be at the facility one (1) hour prior to the start of the event.
5. Coordinate with the ARSC PR subcommittee for a PR presentation.

H. PANEL CHAIRPERSON

NOTE: THE ARIZONA REGIONAL H & I COMMITTEE MAY NOT BE UTILIZING PANEL CHAIRPERSONS.

I. PANEL MEMBER (SPEAKERS WHERE UTILIZED)

1. Can be Area H&I Chair, Area representative or Regional H&I member.
2. The H&I Panel Member is selected from regular attendees of the Regional H&I committee meeting. A clear message of recovery in the fellowship of Narcotics Anonymous is required. The Panel Members should be made aware of their responsibilities by the Panel Leader utilizing the suggested H&I Handbook as well as any facilities specific set of rules and regulations. A panel should consist of not less than two (2) and no more than five (5) Panel Members whenever possible.
3. Must have abstained from drugs for at least two (2) years or according to the facilities regulations.
4. Volunteers are encouraged to attend ARSC H&I Subcommittee meetings to be of service and become involved as regular member of the ARSC H&I Subcommittee.
5. Each institutions rules and regulations concerning clearance and clean time requirements for speaker to be strictly adhered to.

V. SUBCOMMITTEE MEETINGS

A. CONSENSUS BASED DECISION MAKING PROCESS:

Decision making members of the ARSC H&I Subcommittee shall be the ARSC H&I Vice-Chairperson, Secretary, Regional Coordinator and Co-Coordinator, Activities Coordinators, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-coordinator, Regional Panel Chairpersons, Area H&I Subcommittee Chairpersons or their designated representative, and Behind the Walls Coordinator. Decision making members lose their input on decisions upon the absence of two (2) consecutive meetings. Consensus participation privileges will be reinstated at attendance of two (2) consecutive H&I subcommittee meetings. Where consensus cannot be reached and the idea goes to a vote each has one (1) vote. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names.

B. AGENDA

1. Read
 - Service Prayer
 - Twelve Traditions
 - Twelve Concepts
2. Function of the ARSC H&I Subcommittee
 - i. Our committee's purpose is to support our Area's H&I subcommittee in AZ state while uniting our efforts for our primary purpose to carry the NA message.
3. Welcome New Members and Visitors
4. Recognize Birthdays
5. Roll Call
6. Approval of Minutes/ Secretary report
7. Chairperson report and Vice Chairperson report
8. Behind the Walls Coordinators report
9. Literature Disbursement Report
10. Regional Coordinators Report
11. Activities Coordinators Report
12. Area Reports
13. Old Business
14. New Business

15. Announcements
16. Service Prayer

VI. SPONSORSHIP BEHIND THE WALLS

A. BEHIND THE WALLS COORDINATOR (BTW Coordinator)

1. Three-year clean time requirement.
2. Requires a commitment to a term of two (2) years and a term limit of two terms.
3. Elected by the ARSC H&I Subcommittee.
4. Must have previously worked all 12 steps with an NA Sponsor.
5. Must have at least 1 year experience doing NA H&I work.
6. It is the BTW Coordinator's responsibility to see that Sponsorship is conducted in accordance with the policies of the ARSC H&I Subcommittee guidelines and the rules of the facilities.
7. Keep an updated list of ARSC H&I Sponsors, potential sponsors, Sponsees, and potential sponsees.
8. Responsible for checking the Regional Post Office Box for Regional H&I mail including any mail that comes from any lock down institution at least one time per week. Will also check the BTW Coordinator email at least once a week.
9. Assign sponsors to incarcerated sponsees in accordance with the ARSC H&I Guidelines.
10. Attend all regional BTW and H&I meetings and submit a written report at each meeting.
11. Help solve problems that arise in sponsor/sponsee relations.
12. Track written communication between sponsors/sponsees, BTW Coordinator/potential sponsee, and track number of stamps used. Use of the BTW Excel sheet is important, as it has all needed information for potential future inquiries (e.g. sponsor phone number, sponsee facility, etc.)
13. Will work with Literature Coordinator to ensure sponsees receive literature in a timely manner.
14. Will conduct BTW Orientations as needed for potential sponsors.

B. SPONSORS

1. Two-year clean time requirement.
2. Must be off probation/parole
3. Must have previously worked all 12 steps with an NA sponsor (and the 12 Traditions if the need arises from the sponsee).
4. Must meet all requirements of facilities.
5. Must always keep in mind that sponsors are representing the ARSC H&I Subcommittee of NA when interacting with Sponsees.
6. Must carry a clear NA message, using NA language consistent with that message.
7. Must reply to letters from sponsees within 2 weeks from date received.
8. Must report resignation to BTW Coordinator or Regional H&I Chair when unable to continue a sponsorship relationship.
9. Must abide by the 12 Traditions of NA, the ARSC H&I Guidelines, and the rules of the facilities; failure to do so may result in termination of sponsorship privileges.
10. Must attend Regional BTW Meetings. In the event one cannot attend, a written report must be submitted to the BTW Coordinator prior to the meeting.
11. Failure to follow any of the ARSC H&I Guidelines may result in removal by majority vote of the subcommittee.
12. Must sign the sponsorship agreement form (e-messaging form optional). E-messaging cannot be used by badged sponsors at this time.
13. Sponsors should notify BTW Coordinator when they send outgoing mail.

How Sponsors Are Assigned

14. A sponsee whose release date is 6-months or greater (at the time of completing their 3rd assignment), will be assigned a sponsor and sent literature.
15. A sponsee whose release date is between 3-6 months (at the time of completing their 3rd assignment) will be assigned a sponsor, but not sent literature.
16. A sponsee whose release date is within 3-months (at the time of completing their 3rd assignment) will not be assigned a sponsor or sent literature. Instead we will send IPs and meeting lists for their area.
17. Sponsors are assigned based on availability provided by the sponsor.
18. Sponsors typically assigned male with male/female with female, but other requests will be reviewed by the subcommittee on a case-by-case basis.
19. Once a potential sponsee has completed all 3 assignments, following all the above guidelines, the BTW Coordinator will reach out to the potential sponsor. BTW Coordinator should confirm that the Sponsor does not know the sponsee, is available to sponsor, and is not currently going into the yard in which their sponsee is. If all is aligned, the BTW Coordinator will send the initial request and assignments 1-3 to the sponsor, so that the sponsor can read and send their intro letter.
20. If a sponsor receives a complaint about the sponsor/sponsee relationship the sponsor should notify the Behind the Walls Coordinator prior to any response to the sponsee.

Additional BTW Guidelines/Process

21. All step work interactions will be done through the mail. If an E-messaging agreement has been completed, the sponsor can use E-messaging for other check ins, but not for completing step work.
22. All mail will be sent via the ARSC P.O. Box, with no last names, addresses, phone numbers, or email addresses given to the incarcerated sponsees.
23. The sponsor must have had no prior knowledge of their potentially assigned sponsee. They cannot have met them at any point in their life, with the exception of a prior sponsee returning to prison.
24. No arrangements for rides, visits, loans, phone calls, materials for correspondence, photos, books, drawings, tapes, family or friend contacts, etc. will be made between the sponsor and sponsee.
25. Sponsors will have sponsees assigned to them by the BTW Coordinator in the order in which they have completed all parts of orientation. Assignments will default to same gender pairs, unless otherwise specifically asked.

C. BTW MAIL PROCESSING

- Initial request (BTW Coordinator opens this letter)
 - Log DATE SENT on the INCARCERATED PPL'S CORRESPOND tab
 - Check ADC (or other) website to confirm address is still the same
 - Send the following:
 - Welcome Letter
 - E-Lit Flyer
 - "Another Look" IP & Assignment 1 Sheet

- Received 1st assignment (BTW Coordinator doesn't open, unless unable to identify)
 - Log DATE RECEIVED on the INCARCERATED PPL'S CORRESPOND tab
 - Check ADC (or other) website to confirm address is still the same
 - Send the following:
 - "Am I an Addict" IP & Assignment 2 Sheet
 - "Sponsorship" IP & Assignment 3 Sheet
- Received assignment 2 & 3 (BTW Coordinator doesn't open, unless unable to identify)
 - Log DATE RECEIVED on the INCARCERATED PPL'S CORRESPOND tab
 - Check ADC (or other) website to confirm address is still the same
 - Request literature by taking a pic of the return address and posting in the BTW Signal channel.
 - Assign a sponsor and send all previous correspondence & Sponsor welcome sheet
 - Move Sponsee info to SPONSEES tab
 - Log DATE SENT TO SPONSOR on SPONSEES tab
- Received step work from sponsee
 - Log DATE RECEIVED and POSTMARK DATE on the SPONSEES tab
 - Forward to sponsor
 - Log DATE SENT TO SPONSOR on SPONSEES tab
- Log DATE SENT that in the "letter out" column on the Sponsees tab
- Additional BTW Information
 - We only work with incarcerated individuals in Prison. If you receive a request from someone in county jail, let them know to reach out if/when they get to prison. AZ DOC Inmate search site: <https://corrections.az.gov/inmate-data-search>
 - BTW coordinator to keep mail up to one year. It can be shredded after a period of one year.
 - It is up to the sponsor assigned how long they choose to keep sponsee correspondence.

VII. GENERAL COMMITTEE INFORMATION

1. Any member of the ARSC H&I Subcommittee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, unless under direct supervision of a regularly delegated Panel Coordinator or substitute specifically appointed by the Panel Coordinator of the ARSC H&I Subcommittee. They must also be acceptable to the authorities of the institution being serviced.
3. No Panel Member (where utilized) shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
 - The inmate or patient on the inside;

- The working ability and the privilege of their subcommittee to carry the message inside the institutions, courts, schools, or hospitals; nor employment, parole probation, or medical problems.
4. Length of time clean time and all rules and regulations of the institutions is to be respected by this committee.
 5. Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.
 6. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this subcommittee without the clearance from the institutions.
 7. Panel Chairperson (where utilized) shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
 8. All speakers and panel members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.
 9. The suggested attire for N.A. subcommittee's panel participation is casual business attire in compliance with institutional rules. Experience, strength, hope, life stories and/or N.A. principles are to be the main topics of N.A. Panels