# CENTRAL TEXAS AREA NARCOTICS ANONYMOUS

# H&I Subcommittee Orientation Packet

Revised: July 19, 2026

**By working together we can fulfill the primary purpose "to carry the message to the addict who still suffers"**

**The time to give back is here!**



## PURPOSE

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

## H&I Volunteer Requirements

You have been invited to carry the message of recovery through H&I meetings/presentations because:

- You have at least **6 months of abstinence** from all drugs.
- You are willing to abide by the requirements of the H&I Subcommittee and any facility you enter on its behalf.
- You are willing to carry the message in a responsible way.
- You have a clear and strong NA message of recovery as per our **Clarity Statement** which states:

  *"We are presented with a dilemma; when NA 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, that one drug is somehow separate from the rest, requiring special recognition. Narcotics Anonymous makes no distinction between drugs."*

- Please do not volunteer for an H&I meeting / presentation if:
  - You are not sure you want to attend.
  - You are not sure you will be able to attend the meeting.
  - You are not sure or if you are unable to carry a clear NA message of recovery as per the Clarity Statement.
- If you have any questions about whether or not you are able to fulfill your commitment to H&I, please contact your Panel Coordinator as soon as you can to determine if there is a conflict.
- Try to give the coordinator at least **48 hours**' notice so that they can invite someone to fill your position if you cannot attend.

## H&I Volunteer Service Opportunities

**H&l Meeting/Presentation Coordinator:**

- The Coordinator makes sure that a clear NA message of recovery is being carried using NA language and that the meeting/presentation starts and stops on time.
- Must be familiar with the CTA Subcommittee policy and the facility's rules and regulations. CTANA H&I Policy can be found on our website.
- lt is a one-year commitment and the person must be willing and able to serve in this position.

**H&l Meeting/Presentation Volunteer:**

- The H&l meeting/presentation panel member is approved by the H&l Subcommittee, or Facility Coordinator**.**
- May attend any H&l meeting/presentation that the H&l Subcommittee is involved in, once they have six months involvement in NA, six months clean time and have been through H&I orientation. (Some facilities may require more clean time).
- Volunteers must be willing to share their experience, strength, and hope, and must also be willing to learn.
- If you have any questions about whether or not you are able to fulfill your commitment to H&I, please contact your Facility Coordinator as soon as you can to determine if there is a conflict.

**Responsibilities for a Volunteer include:**

- Must be familiar with the H&l meeting/presentation format or formats.
- Must follow the lead or direction of the H&I Facility Coordinator.
- Must be familiar with the H&I Subcommittees and the Facility's rules and regulations (Policy).
- Must be able to share a message of recovery through the twelve steps of Narcotics Anonymous, using only NA language.
- Must show up at a meeting/presentation on time and when expected.
- Encouraged to attend all H&l Subcommittee meetings, functions and all H&l functions and activities in the Central Texas Area, when possible.
- Shall always keep in mind that they are a representative of Narcotics Anonymous and should conduct themselves responsibly at all times.
- As early as possible and foreseeable the volunteer seeks to avoid conflicts of interest that may exist, between the volunteer and the facility or anyone who is a resident/client/staff member in the facility. The volunteer seeks the assistance of the H&I Facility Coordinator when needed.

## TYPES OF FACILITIES

**Correctional Facilities**

- Background check & clearance required
- PREA training may be required
- TDCJ approval per facility

**Detox Facilities**

- Focus on early recovery
- Share with compassion and clarity

**Rehab Facilities**

- Emphasize sponsorship and commitment

**Adolescent Facilities**

- Use age-appropriate language
- Maintain strong boundaries
- Focus on hope and self-worth

## H&I Do's and Don'ts

**THE DO'S:**

- Do clarify the rules with the H&I Coordinator for that facility.
- Do obey the dress code per facility.
- Do adhere to the security regulations at all times.
- Do arrive early to set up a meeting.
- Do keep the staff informed of your whereabouts.
- Do adhere to the clean time requirements of the facility and the H&I Subcommittee.
- Do use the literature recommended by the H&I Subcommittee.
- Do emphasize that NA recovery is available to all addicts, regardless of drug(s) used, race, ethnicity, gender, creed, and religion.
- Do explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA).
- Do involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.).
- Do emphasize the importance of getting to an NA meeting the first day out of the treatment facility.
- Do emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release.
- **THE DON'TS**

- Don’t bring any contraband items or weapons into the treatment facility.
- Don’t take messages and carry letters in or out of the facility.
- Don’t show favoritism to any resident(s).
- Don’t assume the gender of anyone you are speaking with (unless of course you are speaking/presenting in a unit or environment composed of one gender). If you are unsure, either avoid using a gender pronoun or ask what the person’s preferred pronoun is.
- Don’t bring an NA member who has friends and/or family in the treatment facility.
- Don’t wear flashy jewelry.
- Don’t carry excessive cash.
- Don’t use excessive profanity.
- Don’t attend H&I facilities alone. Exception: H&I Facility Coordinators may have to if there is not a 2 person or more panel to go out.
- Don’t Debate any issue involving the treatment facility’s rules, regulations, programs, or other fellowships with residents and staff.
- Don’t discuss conditions within the treatment facility.
- Don’t discuss treatment staff members with resident(s).
- Don’t Discuss resident(s) with the treatment facility staff.
- Don’t sponsor resident(s) in the treatment facility.
- Don’t accept money or gifts from, or give money or gifts to, any resident.
- Don’t give anyone within the facility your address or telephone number. Exception: The H&I Facility Coordinator can give their information to the Facilities POC.
- Don’t provide anyone with another NA member’s address or telephone number.
- Don’t bring in anyone who is not supposed to be there (sponsee(s), friends, guests).
- Don’t break another person’s anonymity.
- Don’t emphasize ‘using days’ while sharing an NA message of recovery.
- Do not mention the names of any specific other fellowships. Rather than mentioning “**the** other fellowship,” which may imply an importance or hierarchy in fellowships, you may wish to simply state “**an**other fellowship” if you must refer to some other recovery organization as a whole.
- Don’t smoke or vape with residents either before or after meeting.
- DO NOT ask someone to take your place. The H&I Facility Coordinator is the ONLY one that is allowed to invite addicts to the meeting.

***To Summarize***

- Remember, our primary purpose is to carry the message of recovery through our personal experience in Narcotics Anonymous and the promise of freedom from active addiction.
- Our message is hope, that any addict can stop using, lose the desire to use, and find a new way to live.