

Do's and Don'ts for Phonelines, Bulletins, and Letters

Do

- Study these guidelines.
- Remember the Twelve Traditions.
- Ask permission when necessary.
- Remember that our public relations policy is based on attraction rather than promotion.
- Remember that, though you are not a representative of NA, you are being seen as an NA member. Conduct yourself accordingly.

Don't

- Go alone to post bulletins—there is less possibility of tradition violations when two or more members are present.
- Act as spokesperson for NA as a whole.
- Antagonize those whose ideas of addiction differ from those of NA.
- Take contributions from outside sources.
- Refer to any agency or other fellowship.
- State an opinion or take a stand on any controversial or public issue.

SAMPLE BULLETINS, FLYERS, NEWSPAPER ADS

Bulletins should always include your PI subcommittee's mailing address. Some subcommittees use the back of flyers or bulletins to list several local meeting locations.

1. If using drugs isn't fun anymore and you've tried to stop but you can't, there is a group of recovering addicts who can help you live life without the use of drugs, Narcotics Anonymous.

For more information call _____.

Meetings are held at _____.

2. If you think you may have a problem with drugs, give yourself a break. There is a way out with the help of other recovering addicts in Narcotics Anonymous. We have been there.

Call _____ for more information.

3. Narcotics Anonymous is a group of recovering addicts who live without the use of drugs. It costs nothing to be a member. The only requirement for membership is a desire to stop using.

Call _____ for more information.

- Work through your ASC and RSC to be sure the meetings being listed are aware that this activity is going on. They must be ready to handle a possible increase in new member attendance.
- Arrange for printing the bulletins and provide them, along with guidelines for each person who will be posting, to the contact person.
- Determine any follow-up procedures you may need, i.e., mailings of information packets to community members or professionals, possible increase in volunteers to work phonedines, and Twelfth Step lists.
- Post five to six bulletins at each location, if possible, so that interested people may take one, if desired. Larger numbers are suggested in some places—it is left to the discretion of the contact person to determine this depending on the size and location of the facility.
- Post bulletins at all public institutions where large numbers of people will see them. Generally, permission is not necessary; however, if in doubt, ask, especially if larger numbers of bulletins are to be left.
- Do NOT put bulletins on telephone poles, trees, fence posts, etc., nor leave them in public restrooms. Many communities have ordinances concerning this type of activity, so it is most important to use discretion in distribution as it can affect the reputation of the entire fellowship.

Places for Distribution

Public Institutions

1. Police stations
2. Health clinics
3. Welfare offices
4. Hospitals (both emergency rooms and employee bulletin boards)
5. Courthouses
6. Colleges
7. Junior high and high schools
8. Libraries
9. Post offices

Private Businesses

1. Stores (groceries, drug stores, etc.)
2. Civic auditoriums
3. Churches
4. Laundromats
5. Factories
6. Supermarkets