



2016 CRYSTAL METH ANONYMOUS GENERAL SERVICE CONFERENCE DELEGATE PACKET



CMA GENERAL SERVICE CONFERENCE 2016

July 25, 2015

CONTENTS

1. Letter from the GSC Chair
2. Conference Schedule
3. Conference Assembly Procedures
4. Executive Conference Committee
5. Hospitals and Institutions Conference Committee
6. Public Information and Outreach Conference Committee
7. Literature Conference Committee
8. Communications Conference Committee
9. Finance Conference Committee

To conserve expenses and the use of paper, this document was designed to be printed double sided.

July 25, 2016

Dear Delegate:

My name is James and I am a Crystal Meth addict. I also have the honor of serving as the Chair of the General Services Committee (GSC) of Crystal Meth Anonymous (CMA). On behalf of the entire GSC, I would like to extend our appreciation for your participation in the 2016 General Services Conference. We are excited about this year's conference in the Chicago, Illinois area, and wish to express our gratitude for your commitment to service to our fellowship.

The purpose of the General Service Conference is to assemble, to the greatest extent possible, the collective conscience of our entire Fellowship for the purpose of providing spiritual direction to the Board of Directors in managing the day-to-day affairs of CMA. There are several important topics on the agenda this year, representing the hard work of each of the Advisory Committees of the GSC, the Executive Committee of the Board, and the GSC itself.

General Assembly Agenda items

An informed group conscience is critical to the success of our Fellowship. It is imperative that everyone who will be voting at the Conference be prepared by reviewing the enclosed material that will be presented at the Conference.

We have tried to make this Delegate Packet streamlined and easy to use. While Conference Committees may utilize their breakout session time to discuss topics and documents that are internal to the service structure, Conference Agenda items are limited to those topics that affect CMA as a whole.

Prior to the Conference, each voting member should also share the enclosed information with your local groups so that the views of the fellowship at large are well represented.

Executive Conference Committee

- Ex-Officio Directors
- Policies and Procedures
- Trustee Vetting and Nomination Procedures
- CMA Outside of North America

Hospitals & Institutions Conference Committee

- H&I Workbook
- Collection of Incarceration Stories

Literature Conference Committee

- Voices of The Fellowship
- Literature Inconsistencies
- Anonymity Workshop
- Foreign Language Translations
- Audio Submissions

Public Information & Outreach Conference Committee

- What is PI&O Pamphlet
- Anonymity Workshop
- PSA Text

Communications Conference Committee

- CMA App
- CMA Service Portal
- Downloadable Speaker Recordings

Finance Conference Committee

- Treasurer Brochure
- What is the Seventh Tradition Pamphlet
- Budgeting Process
- Fulfillment Committee

Conference Committee assignments

Because the term of service for each delegate is two years, each returning delegate will be assigned to the same conference committee as in 2015. New delegates will be randomly assigned to a conference committee and notified of the placement prior to this year's Conference. Even though you will be assigned to a specific conference committee for the working sessions, you should familiarize yourself with all of the agenda materials in preparation for the Conference Assembly on Saturday and Sunday.

Floor motions

Floor motions related to items on the agenda will be considered in the course of discussion regarding that agenda item. Topics for discussion that are not related to agenda items on the previous page will require a vote to depart from the agenda per assembly guidelines (attached).

Documents to review

Documents that will be voted on at the Conference are included in this packet and referred to as Category I documents. Documents that are only up for discussion in breakout sessions have hyperlinks for download and are referred to as Category II documents. For convenience you can download all of the documents here.

<https://www.dropbox.com/sh/ifhvtpci2xrdzlx/AAB7wCYJLW2FHuS4iRSs5hxZa?dl=0>

Schedule

The Conference will begin with the opening welcome at 5:00 pm on the evening of Thursday, October 6, 2016 and will end at 12:00 noon on Sunday, October 9. All meetings will be held at the Doubletree by Hilton Hotel Chicago O'Hare Airport Rosemont, located in Rosemont, Illinois.

Important deadlines

January 15	All delegates must notify the GSC of their election
January 15	Deadline for trustee nomination
September 8	All delegates must be registered for the Conference
September 14	Deadline for hotel registration at discounted rate
September 29	Online pre-registration closes at midnight

Registration and travel

If you have any questions about registration or travel, please visit <http://www.conference.crystalmeth.org> , or contact confreg@cmagso.net. Please note the deadline for hotel registration as the hotel may not honor our room rate after September 14.

We thank you again for your service and are looking forward to seeing you in October.

On behalf of the entire GSC,



James C., Chair
General Services Committee
Crystal Meth Anonymous

CMA REGIONS

Within the North American Conference



As part of the Conference Delegate packet and at the General Service Conference, the Board of Directors will inform the Area Delegates of current or upcoming vacancies for Regional Director positions. See the list on the following page to see when these vacancies will become open in your area.

REGIONAL DIRECTOR VACANCIES, CURRENT AND UPCOMING

Eastern Canadian Region

Position A - Vacant

Position B - Vacant

Great Lakes Region

Position A - Filled (Term ends 12/31/2016)

Position B - Filled (Term ends 12/31/2018)

Mid Atlantic Region

Position A - Filled (Term ends 12/31/2016)

Position B - Filled (Term ends 12/31/2018)

Mid South Region

Position A - Filled (Term ends 12/31/2016)

Position B - Filled (Term ends 12/31/2018)

New England Region

Position A - Vacant

Position B - Filled (Becomes vacant 12/31/2016)

North Central Region

Position A - Vacant

Position B - Vacant

Northwest Region

Position A - Vacant

Position B - Filled (Term ends 12/31/2018)

Pacific Region

Position A - Filled (Term ends 12/31/2016)

Position B - Filled (Term ends 12/31/2018)

Southeast Region

Position A - Filled (Term ends 12/31/2016)

Position B - Vacant

Southwest Region

Position A - Filled (Term ends 12/31/2016)

Position B - Filled (Term ends 12/31/2018)

Western Canadian Region

Position A - Vacant

Position B - Vacant

CONFERENCE SCHEDULE

Doubletree Hotel, Rosemont, Illinois. (O'Hare)
2016 CMA General Service Conference, Schedule of Activities

THURSDAY, OCTOBER 6TH, 2016

- 1:00 PM Registration Opens
- 3:30 PM GSC Meeting (GSC Members Only)
- 5:00 PM Welcome and Announcements
- 5:30 PM Conference Committee "Meet & Greet"
- 6:00 PM Conference Committee Secretaries Meeting
- 6:30 PM Dinner (On Your Own)
- 8:00 PM Speaker Meeting
- 9:30 PM Delegate Meeting (All Delegates Please)

FRIDAY, OCTOBER 7TH, 2016

- 7:30 AM Registration Opens
- 8:00 AM Conference Committees Meet for Breakout Sessions:
 - Executive
 - Hospitals and Institutions
 - Public Information and Outreach
 - Literature
 - Communication
 - Finance
- 10:00 AM Break
- 12:00 PM Lunch Provided On Site
- 1:30 PM Conference Committees Reconvene

3:30 PM Break

5:30 PM Dinner (On Your Own)

8:00 PM Speaker Meeting

SATURDAY, OCTOBER 8TH, 2016

8:00 AM Registration Opens

8:00 AM - 12:30 PM Conference Assembly in Session

10:00 AM Break

12:30 PM Lunch (On Your Own)

2:00 PM - 5:00 PM Conference Assembly in Session

3:30 PM Break

5:00 PM Dinner (On Your Own) Everyone except Board of Trustees.

5:00 PM Board of Trustees convenes over dinner for election of Directors, Officers and Advisory Committee Chairs.

7:00 PM Speaker Meeting.

8:30 PM Entertainment or Hospitality Function.

SUNDAY, OCTOBER 9TH, 2016

8:00 AM - 10:30 AM Conference Assembly in Session

10:30 AM Conference Assembly Closes

10:30 AM Break

11:00 AM Gratitude Panel

12:00 PM Conference Ends – See You in 2017!

General Services Conference Assembly Procedures

The purpose of these guidelines is to ensure that we consistently respect the rights of all participants.

Quorum:

A quorum shall consist of two-thirds of all the voting members registered.

General Rules of Debate

For each item on the Agenda:

- People who wish to speak line up at the microphone, and are called to speak in order.
- Each person may speak for two minutes.
- No speaker may speak for a second time on a topic until all who wish to speak have spoken for the first time.
- People may join the line to speak at any time until the Question is Called or the Motion is Tabled.
- Voting is by a show of hands for or against a motion.

Substantial Unanimity:

- All matters of policy require substantial unanimity – or a two-thirds vote.
All recommendations approved by this margin will become a Conference Advisory Action to the Board.
- A simple majority will constitute a Recommendation from the Conference to the Board.

Calling the Question:

- Motion to “Call the Question” must be made in turn at the microphone.
- Requires a second.
- Is not debatable.
- Requires a two-thirds vote.
- If passed, debate on the issue ceases, and the Conference proceeds immediately to a vote. If not passed, the debate continues.

To Table a Discussion (postpone to a later time during the assembly):

- Requires a motion and a second.
- Requires only a simple majority (51%).

Depart from Agenda:

- It is the responsibility of the Chairperson to ensure maintenance of the Agenda. When necessary, the Chairperson may call a vote on whether the Conference shall depart in a significant way from the Agenda.
- It requires a two-thirds vote of the Conference to depart in a significant way from the agenda.

Executive Conference Committee

The Executive Committee is responsible for the overall corporate governance of Crystal Meth Anonymous, Inc. The committee primarily concerns itself with matters affecting the corporation of Crystal Meth Anonymous, Inc. In this regard, it helps ensure CMA's compliance with Federal, State and local laws. In conjunction with the Board's attorney, the Committee also handles legal issues as they arise.

The Executive Committee is also the custodian of several important documents for the Board and Fellowship of Crystal Meth Anonymous:

- CMA Conference Charter
- Manual for CMA World Service (Service Manual)
- The Bylaws of Crystal Meth Anonymous, Inc.

In addition, important strategic discussion and work regarding future operation of the annual General Service Conference is assigned to the Executive Committee breakout during the Conference. This is done so that the current members of the Conference Advisory Committee and its host committee volunteers can execute the daily work required to produce the current Conference. This is not specified in the Service Manual, and is subject to change in the future, but is particularly important to note for this year's Conference.

Contact Info

Chair: Doug B., doug.b@cmagso.net

Agenda & Topics for Breakout Session Discussion

Agenda:

Ex Officio Directors:

Due to a change in California law that prevents Ex Officio directors from serving on a non-profit board in an official capacity, our attorney has recommended – and the Board has approved – a change to remove Article VII, Section 3 (b) (13) of the bylaws (see text below). We will be looking for a recommendation to the Conference for consent to this legal change.

In addition, there is similar language in the Service Manual concerning Ex Officio Trustees. The Executive Conference Committee will discuss and may make recommendations to the Conference to remove or change that language. It is important to note that the Service Manual is not a legal document. As such, California law does not stipulate that Ex Officio Trustees cannot be involved in all levels of service

throughout CMA, except in an official board capacity. The board recommends vigorous discussion at the Conference about how we can continue to involve former Regional and At-Large Trustees in line with tradition, which tells us the importance of “those who came before us.”

General review of Board approved policies and procedures:

During last year’s Executive Conference Committee session the Board received input from representatives concerning pending Board policies and procedures. We will review the recently approved Board policies, based on input received last year, as well as progress on procedures. In line with our Concepts, Board policies and procedures are owned by the Board and/or the Executive Committee of the Board, and are not subject to Conference approval – though the input historically provided during the Executive Conference Committee has been invaluable in reaching the best solutions.

Trustee Vetting and Nomination Procedures:

This is our first year with a new calendar and process for Trustee Nomination and Vetting, and we still have much to learn. We will discuss, in general, how the process has gone in its first year and any recommendations for changes to the existing Board procedures (see below).

A motion was submitted by the NC Area concerning trustee vetting. Though not accepted as a motion, these issues will be discussed in the Executive Conference Committee Meeting and will not be up for a vote by the assembly. Since this Board procedure is owned by the Executive Committee and was already on the agenda, the delegates from NC will be invited – as anyone interested is – to participate in this discussion. (see text below)

CMA outside of the U.S. and Canada:

Our current Conference Charter provides for formal representation from the U.S. and Canada. Historically, we have always invited and made allowances for full participation by duly elected representatives from other countries in line with our Concepts.

At the request of those countries, we have been asked to think long-term about how we interact with CMA in other countries. After several discussions of this topic among the Board members over the last few years, we have agreed it is time for the Conference to start discussions on this topic. We have ideas but are coming to the Conference without recommendations as we feel, like most important matters concerning our future as a Fellowship, the correct spiritual solution will come from discussions at the group, District and Area level through the delegates and others who represent our members.

Important Note: This is a Conference Committee agenda item; however, since most members of the Conference Committee are busy working during the Conference, these discussions have historically taken place during the Executive Conference Committee sessions.

Text for deletion from Bylaws: Article VII, Section 3 (b) (13)

Ex officio members of the Board. Appoint any number of non-voting ex officio directors who the Board believes will make a contribution to the activities and operation of the corporation. Ex officio directors shall serve at the pleasure of the Board in an advisory capacity only and shall not have any of the rights or obligations applicable to voting directors under the law or these bylaws.

Trustee Nomination and Vetting Procedures:

Text of the North Carolina Area Motion.

"The Executive Committee will amend the Policies and Procedure document, "Director Nomination, Vetting, and Selection Procedures" to clarify the vetting process of a Trustee Director nominee, specifically to enumerate all criteria by which a nominee is vetted. This procedural document shall be made easily available to all CMA members. This committee shall include a procedure for informing nominees of concerns and providing nominees adequate means to respond to concerns."

Hospitals and Institutions Conference Committee (H&I)

The purpose of this advisory committee is to carry the message of recovery to Crystal Meth addicts who are confined and/or restricted and would otherwise not be able to attend a CMA meeting. The H&I advisory committee carries out this purpose by performing the following activities:

- a. Provides guidance to CMA members involved in H&I service throughout the fellowship by soliciting participation and input from all of those involved in H&I activities within the various service elements of CMA (e.g. Area, District, Intergroup, etc.);
- b. Establishes recommended guidelines and suggested meeting formats for CMA H&I meetings;
- c. Encourages and assists all H&I meetings to:
 - i. Adhere to the guidelines and rules of the facilities in which they hold meetings;
 - ii. Provide CMA Conference approved literature to the facilities and meeting participants;
 - iii. Provide a means of celebrating various lengths of recovery to those attending meetings;
 - iv. Carry the message of recovery from addiction to the crystal meth addict. H&I service work occurs primarily at the local level, as Areas, Districts, and Intergroups are generally responsible for carrying meetings or panels into facilities. Therefore, the main objective of the GSC H&I Subcommittee is to support the work of the local service structure in this mission. By collecting the experiences of H&I service people from throughout CMA, the H&I subcommittee can serve as a resource to local service entities on how to set up H&I meetings and assist them in deciding how to overcome problems they may encounter.

Therefore, the main objective of the GSC H&I advisory committee is to support the work of the local service structure in this mission.

By collecting the experiences of H&I service people from throughout CMA, the H&I advisory committee can serve as a resource to local service entities on how to set up H&I meetings and assist them in deciding how to overcome problems they may encounter.

Contact Info

Chair: Brenda S., brenda.s@cmagso.net

Topics for Breakout Session Discussion

- The **"H&I Handbook"** that has been worked on by the advisory committee. The handbook consists of guidelines on how to start an H&I meeting and suggestions for carrying out those meetings. (see document link below)
- Gathering stories from people that have an incarceration background in their story and have found sobriety with CMA through that journey, in both written and audio formats.
- Identifying federal and state correctional facilities that are interested in having the book **"Crystal Clear, Stories of Hope"** in their facilities. Additionally, identifying rehabilitation facilities that need the **"Crystal Clear, Stories of Hope"** in their treatment centers.

Category II Documents to Download

Hyperlink for "H&I Handbook"

<https://www.dropbox.com/s/357x12rycwi3epm/HospitalsandInstitutionHandbook.pdf?dl=0>

Public Information & Outreach Conference Committee (PI&O)

The purpose of the PI&O Advisory Committee is to carry the message of recovery through CMA to the addict who still suffers. PI&O work at all levels can reach the addict directly or indirectly. Addicts may come into contact with PI&O information provided to the general public (e.g., PSA) or they may be referred to CMA by a professional who has been educated on CMA through a PI&O outreach event (e.g., health fair). The PI&O Advisory Committee also provides support to the Fellowship by establishing guidelines for PI&O work at the local level, by creating policies and documents that serve the Fellowship and other activities. Public awareness of the CMA Fellowship and demonstrations that recovery from addiction to crystal meth is possible through CMA may encourage crystal meth addicts to attend CMA meetings. The PI&O Advisory Committee carries the message through the following activities:

- a. Provides information to the public regarding the CMA Fellowship;
- b. Provides guidance to CMA members and groups involved in PI&O service by soliciting participation and input from various levels of service in throughout CMA (e.g., Area, District, Intergroup, etc.);
- c. Establishes recommended guidelines for PI&O activities, and garners support and feedback regarding those recommendations;
- d. Responds to routine requests for information from individuals, other organizations, and the media;
- e. Refers requests for information from individuals and the media that require approval or action by the GSC and/or Board of Trustees;
- f. Works with the Hospitals & Institutions (H&I) Advisory Committee in order to establish guidelines ensuring consistency in messaging, approach & goals;
- g. Oversees operation of the phone line;
- h. Creates public service announcements.

Contact Info

Chair: Tanner W., tanner.w@cmagso.net

Topics for Breakout Session Discussion

- **"What is PI&O"** Pamphlet (see document link below)
- Anonymity Workshop - Present, review, and mark up the current version in working session breakout. (see document link below)

- PSA text versions x3 - this is reduced from the 4 that were prepared. (see document link below)
- Summary of **"PI&O Workbook"** progress. (see document link below)
- Summary of Presentation progress - Highlights thematic changes in the document. This accompanies a review of the Presentation in the breakout session. (see document link below)

Category II Documents to Download

"What is PI&O" pamphlet. We have developed a pamphlet to inform the Fellowship about PI&O work. This was done in conjunction with Literature Committee – the pamphlet in its current draft form is available in their Category II download materials. We will review in breakout with the intention of then posting it to the website so the Fellowship may have greater access and exposure to it before seeking Conference Approval at a later date (likely 1-2 years in the future).

Hyperlink for "What is PI&O"

https://www.dropbox.com/s/sgs3b44gpc70zgq/PI%26O_WhatisPI%26O.pdf?dl=0

Anonymity Workshop. The Fellowship has indicated that it wants the GSC to explore the meaning of anonymity for CMA as a whole. PI&O has worked with Literature Committee to develop a series of questions that will allow for meaningful discussion. It is our intention to allow this document to circulate through the Fellowship for at least a year and we will then solicit feedback that will inform future GSC work (including PI&O) and potentially support the writing of a long form of the Twelve Traditions.

Hyperlink for Anonymity Workshop

https://www.dropbox.com/s/wd1q4m1gvpu3ved/PI%26O_AnonymityWorkshop.pdf?dl=0

Future PSA Text Document

Hyperlink for PSA Documents

https://www.dropbox.com/s/6b0mtp4oq7fb7cj/PI%26O_PSA_Text.pdf?dl=0

"PI&O Workbook" The PI&O Advisory Committee has developed a workbook that contains a series of files intended to support local PI&O efforts. This is meant to be a living, ever-evolving document. We have made significant progress over the last year as summarized in the attached file. We will review the files at a high level and solicit input for additional items to be included in the Workbook in breakout.

Hyperlink for PI&O Workbook

https://www.dropbox.com/s/hpxxkumz2wjgasx/PI%26O_WorkbookProjectOverview.pdf?dl=0

Presentation Summary Document

Hyperlink for Presentation

https://www.dropbox.com/s/ou3fup4r1rr8tre/PI%26O_Presentation.pdf?dl=0

Literature Conference Committee

The purpose of this advisory committee is to produce literature for the Fellowship of CMA. The literature should carry the message of recovery from crystal meth addiction. The Literature Advisory Committee carries out this purpose through the following activities:

- a. Soliciting literature submissions from individual members or local literature committees of CMA;
- b. Writing and editing literature;
- c. Utilizing the Criteria for Creating Literature adopted by the General Services Conference;
- d. Recommending such literature for approval by the GSC and the Conference.

Literature is one of the most effective means by which CMA is able to carry its message to crystal meth addicts. Therefore, it is essential that all Conference-approved literature reflect, to the greatest extent possible, both the collective and the diverse experience of CMA as a whole. The advisory committee can also create literature that focuses this message to a specific demographic.

In considering topics for new literature, time and care should be taken both in deciding what literature to create and what relevant experience we have with the proposed subject.

Whenever the advisory committee completes a new piece of literature, it is first submitted to the GSC for interim approval, and then circulated to the Fellowship. The Fellowship is given ample opportunity to review new literature and provide feedback before submission to the Conference for approval.

Contact Info

Chair: Aaron M., aaron.m@cmagso.net

Topics for Breakout Session Discussion:

"Voices of the Fellowship" This is the working title of the book project for which the Literature Advisory Committee is currently accepting submissions. Review of the edited submissions to determine the organization of content will be the focus.

Literature Inconsistencies - Two members of the Literature Advisory Committee have been addressing the issue of inconsistencies in literature throughout the

fellowship. The goal will be a review of the completed work and establishment of the course of action to create continuity with regard to all forms of literature accessible to members of CMA.

Anonymity Workshop - A joint session with the Literature Advisory Committee and PI&O will be scheduled to continue the effort with this project.

Foreign Language Translations - Outreach within the fellowship will be organized to complete the translations of literature into Spanish, French, Hmong, Bangla, and Farsi. Audio Submissions - A tutorial for conducting interviews for audio submissions will be briefly scheduled. The goal is to prepare the members of the Literature Advisory Committee to interview effectively so stories with a message can be obtained.

Literature Advisory Committee Two Year Goals - This document will be reviewed to ensure we are making progress and will be revised as necessary.

Development Session - The members of the Literature Advisory Committee will collectively develop ideas for new projects.

Category II Documents to Download:

"Sober Tool Kit" This pamphlet has interim approval and is included for feedback from the fellowship at the conference.

Hyperlink for "Sober Tool Kit"

https://www.dropbox.com/s/zkkzcfx2b2ucdeg/Literature_SoberToolKit.pdf?dl=0

"There is Hope" This revised pamphlet has interim approval and is included for feedback from the fellowship at the conference.

Hyperlink for "There is Hope"

https://www.dropbox.com/s/h83onmjr6a3dsjf/Literature_ThereisHope_2016.pdf?dl=0

"The Twelve Steps: A Plan of Action" This reading has interim approval and is included for feedback from the fellowship at the conference.

Hyperlink for "The Twelve Steps: A Plan of Action"

https://www.dropbox.com/s/tfc68r4e79jdxq/Literature_TheTwelveSteps-APlanofAction.pdf?dl=0

"What is PI&O" This pamphlet is seeking interim approval.

Hyperlink for "What is PI&O"

https://www.dropbox.com/s/sgs3b44gpc70zgq/PI%26O_WhatIsPI%26O.pdf?dl=0

Communications Conference Committee

The purpose of this advisory committee is to develop, deliver and facilitate communication within the fellowship of CMA. The Communications advisory committee carries out this purpose through the following activities:

- a. Facilitating communication to the CMA fellowship on behalf of the Board, the GSC and various Advisory Subcommittees.
- b. Managing the Crystal Meth Anonymous website and all other subdomains of www.cmausaworld.net
 - Maintaining the CMA Store website.
 - Maintaining a directory of all registered CMA groups and group contacts.
 - Maintaining the YouTube page where CMA's PSAs reside.
- c. Maintaining consistency within the branding guidelines for Crystal Meth Anonymous.

Contact Info

Chair: Dale G., dale.g@cmagso.net

Topics for Breakout Session Discussion

Development of CMA App. The Communications Advisory Committee will be developing a smartphone app as discussed at the last conference. The app will provide a more accessible portal to the meeting schedule, literature, contact numbers and possibly speaker recordings. The app may also have other functions, such as a sobriety counter and a gratitude diary. The committee will discuss the creation and deployment of the app at the breakout session.

Development of CMA Service Portal. The committee will discuss ways to provide a service portal within the existing website structure in order to better facilitate communication to members who are part of the Board/GSC and Area level service.

Development of Downloadable Speaker Recordings. The committee will discuss the logistics and policies that will be needed to implement a website page to house speaker recordings for download and streaming by the public. Topics of discussion will include: vetting the speaker tapes and maintaining consistency and quality by having guidelines for choosing recordings that are not offensive and carry the message of Crystal Meth Anonymous.

Finance Conference Committee

The purpose of the Finance Advisory Committee is to develop and implement policies and procedures in all matters concerning the finances of Crystal Meth Anonymous, Inc., including ways and means to generate funds necessary for the continued growth of the fellowship, in accordance with our Twelve Traditions and Twelve Concepts. The Finance Advisory Committee carries out this purpose through the following activities:

- a. Drafts annual CMA budget and advises on budget development and submission
- b. Recommends other financial priorities
- c. Advises on:
 - i. Acquisition of assets in a manner consistent with CMA Twelve Traditions, CMA Twelve Concepts and applicable laws
 - ii. Management, maintenance and protection of assets
 - iii. Liabilities and contingent liabilities
 - iv. Required financial filings
 - v. Ensuring that receivables are collected on a timely manner
 - vi. Ensuring that invoices and other payments are made on a timely manner
 - vii. Utilization of assets (i.e., expenses) to meet needs of CMA as determined by trusted servants in a manner that benefits CMA and does not inure to individuals by asking:
 1. Does the expenditure support the mission of CMA?
 2. Is the expenditure disallowed by CMA Bylaws or applicable law?
 3. Has the expenditure been properly authorized in writing?
- d. Acts as a resource for CMA groups on financial matters including but not limited to advising on negotiating leases and other contracts

Finance Advisory Committee 2-Year Objectives

Calendar Years 2015 and 2016

1. Build out the Finance section of the crystallmeth.org website
 - a. Provide our financials and other reports in this section of the website
 - b. Show how contributions are used
 - c. Document adopted prudent reserve annual and total goals
2. Develop group finance guidelines and create brochure for group/intergroup treasurers
3. Make a recommendation for discount for bulk sales
4. Develop suggestions to generate more revenue (donations, sales) and work with other advisory committees and GSC to implement selected suggestions (e.g., make

recommendations for bulk sales discounts)

5. Work with other advisory committees and GSC on developing spending priorities and identifying budget needs (including asset acquisitions -- e.g., medallions)

Contact Info

Chair: Chip E., chip.e@cmagso.net

Topics for Breakout Session Discussion

Continue work on fulfilling 2-year objectives of the Finance Advisory Committee:

- Further develop treasurer brochure for all service levels other than GSC
- Further develop and document GSC budgeting process, focusing on assisting advisory committees and advising GSC
- Review Finance Advisory Committee section of www.crystalmeth.org website
- Meet with Literature Conference Committee on Presentation of "What is the Seventh Tradition" pamphlet to Conference (see attached current Conference-Approved version and Literature Advisory Committee and Finance Advisory Committee proposed version) (See Below)
- Meet with Fulfillment Committee to assist in developing proposal for future overseeing and advising on the sale, restocking, inventory management and distribution of chips, medallions, stickers and literature to CMA groups worldwide
- To the extent time allows, develop suggestions to generate additional revenue

Category I Documents Attached

Category I documents are included here for review because they will be voted on at the conference.

Seventh Tradition Pamphlet (Original)

Seventh Tradition Pamphlet (Revised)

WHAT IS THE SEVENTH TRADITION?

EVERY CMA GROUP OUGHT TO BE FULLY SELF-SUPPORTING, DECLINING OUTSIDE CONTRIBUTIONS.

Crystal Meth Anonymous

THE TWELVE TRADITIONS OF CRYSTAL METH ANONYMOUS*

1. Our common welfare should come first; personal recovery depends upon CMA unity.
2. For our group purpose there is but one ultimate authority—a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for CMA membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or CMA as a whole.
5. Each group has but one primary purpose—to carry its message to the addict who still suffers.
6. A CMA group ought never endorse, finance or lend the CMA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every CMA group ought to be fully self-supporting, declining outside contributions.
8. Crystal Meth Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. CMA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Crystal Meth Anonymous has no opinion on outside issues; hence the CMA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television, films and other public media.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

*The Twelve Traditions of Crystal Meth Anonymous have been adapted with the permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps and Twelve Traditions of Alcoholics Anonymous does not mean that Alcoholics Anonymous is affiliated with this program. AA is a program of recovery from Alcoholism only—use of AA's Steps and Traditions, or an adapted version of its Steps and Traditions in connection with programs or activities which are patterned after AA, but which address other problems, or in any other non-AA context, does not imply otherwise.



CMA Conference Approved Literature

©2013 Crystal Meth Anonymous
4470 W. Sunset Boulevard
Ste 107 PMB 555
Los Angeles, CA 90027-6302
www.crystalmeth.org
CMA Helpline - (855) 638-4373

4.17.2013

THE SPIRITUAL BASIS OF THE

SEVENTH TRADITION When we were using, many of us paid for our addiction with our dignity and self-respect. In recovery, we don't have to live that way anymore.

By keeping Crystal Meth Anonymous self-supporting, we help make sure CMA will be there for those in need of recovery. Many members whose lives are being restored by working a program express their gratitude by giving back to the fellowship. Most of us were dependent on others during our using and only looked to see what we could *take* from life. In our selfish pursuits, we lost our integrity and gained nothing. Through observing the Seventh Tradition, we learn to take responsibility for ourselves and, therefore, grow in our recovery.

Why is CMA self-supporting? The primary purpose of CMA is to carry the message of recovery to the crystal meth addict who still suffers. The Seventh Tradition reminds us that we decline outside contributions. In this way, we remain independent of outside groups, such as hospitals, institutions or religious organizations. We strive to be ethical and honest in our sobriety. Remaining self-supporting helps us to maintain our integrity and supports our recovery.

There are no dues or fees for CMA membership, but we have expenses. During meetings, a basket is usually passed so that, on a voluntary basis, members may donate money to cover a group's expenses. No one is required to make a contribution to be a member of CMA; the only requirement for membership is a desire to stop using.

What is the money for? Group expenses

may include such things as rent, chips, literature, and refreshments. Paying rent is generally a meeting's first priority, ensuring us a safe space to recover. Most groups keep a "prudent reserve," a sum of money often equal to three months of expenses. This protects the group against unexpected changes. After a group has met its prudent reserve, it is suggested that the group contribute to their local service structures and the General Service Organization.

Each meeting allocates its Seventh Tradition money as it chooses; however, our experience shows that keeping large sums of money can be very dangerous for a group, as it may distract from its primary purpose.

Why give to the GSO? The GSO has expenses. For example, the organization prints recovery literature and operates a telephone hotline and Website. These are only some of the essential services supported by local donations. The concept of area-level giving is important to the GSO. Each area's contributions help the GSO provide services to meetings worldwide.

How much is enough? CMA is not a traditional organization. We do not seek to make a profit or have large reserves of money. We need enough money to pay our expenses, so when the newcomer needs a meeting, there is a room in which to meet, a telephone number to call, literature to read and a chip to encourage. If a group is unable to pay its rent, it may decide to pass the basket a second time. Each member of the fellowship decides how much he or she will put in the basket. *No CMA member is ever required to make a contribution.* It is generally suggested that newcomers buy literature before making a donation.

How can an individual meeting

donate? Once a group's basic expenses have been met, such as rent, literature, chips and refreshments, and a prudent reserve has been set aside, we suggest the group consider donating its remaining money as follows:

Groups in areas with 3 levels of service structure may do well to donate 50% to their Local District or Local Intergroup; 30% to their Local Area and 20% to the CMA General Services Organization.

Groups in areas with 2 levels of service structure may donate 75% to their Local Area or Intergroup and 25% to the CMA General Services Organization.

Groups in areas with 1 level of service structure may donate 100% to the CMA General Services Organization.

Why do we decline outside contributions? We may find ourselves in situations where significant sums of money are needed, and a donation from a nonmember may be attractive. We find it is in the best interest of the fellowship to decline these donations, as they may come with strings attached. Our fellowship is about saving lives. An outside donation can invite controversy. Our Twelve Step work is too important to risk this. In accepting money from an outside source, we risk divisiveness, loss of integrity, and spiritual bankruptcy. In keeping our fellowship self-supporting, we protect our recovery from outside influence. We ensure the autonomy we need to carry the message. In meeting our own needs, we make a break from dependence, and this has a profound spiritual meaning for us.

Is your group self-supporting through its own contributions? ■

WHAT IS THE SEVENTH TRADITION?

“Every CMA group ought to be fully self-supporting, declining outside contributions.”

When we're new to Crystal Meth Anonymous, many of us are confused by questions about money and membership. Do we have to give anything when the basket—what we call the Seventh Tradition—gets passed to us? Our Third Tradition is very clear on this point: *“The only requirement for CMA membership is a desire to stop using.”* You're not obligated to contribute any money to be a member of Crystal Meth Anonymous.

Shared Purpose

Most members who are able to contribute practice the Seventh Tradition. So what is the money for? The primary purpose of CMA is to carry the message of recovery to the crystal meth addict who still suffers. We're not a traditional organization—we don't seek to make a profit or stockpile money. The Seventh Tradition collection helps us keep the fellowship functioning; these donations are essential for CMA to survive and thrive. We have to pay our expenses so when someone needs help there's a place to meet, a telephone number to call, literature to read, and a newcomer chip to give.

For an individual group, paying rent is generally the first priority, to ensure a safe space to meet. Other expenses may include things like literature, chips, and refreshments. Most groups keep a "prudent reserve," a sum of money equal to a few months' expenses, to help us manage unexpected changes such as the sudden loss of a meeting space.

Our experience shows that keeping large sums of money can be dangerous for a group and distract it from its primary purpose. After groups meet their regular expenses, most donate the funds beyond a prudent reserve to their local and regional service structures, intergroups and the CMA General Services Office to help with their expenses.[‡] Such expenses include producing recovery literature and chips; operating a telephone hotline and website; and helping host conferences. Member and group contributions also assist with starting and maintaining meetings worldwide, public information and outreach, and carrying the message to those in hospitals and institutions. Additionally, we support members in service to unify and grow the CMA fellowship.

Autonomy

Why not get government help or solicit charitable donations? The Seventh Tradition says we decline outside contributions—our autonomy depends on us being self-supporting. Gifts from other sources may carry a stated or unstated obligation, and could invite controversy if the donation is sizable. We can't allow our message to be diluted by an outside interest, whether it's a hospital, a religious organization, or an individual. We strive to be ethical and honest in our sobriety, and being self-supporting through our members' contributions helps maintain our integrity and our autonomy.

This works the other way, too. Our Sixth Tradition states, *"A CMA group ought never endorse, finance or lend the CMA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose."* Therefore, CMA groups don't contribute to treatment centers, recovery homes, club houses, events not sanctioned by CMA, or any other outside enterprise. We're an autonomous spiritual fellowship. The Sixth and Seventh Traditions keep us self-supporting and independent, protecting the integrity of our message.

Integrity

When we first come into the rooms, a lot of us aren't in a position to give anything towards the Seventh Tradition. That's okay—there's no shame in seeking relief from addiction even when our financial wreckage prevents us from contributing. We as recovering addicts are much more important to each other than our money. On the other hand, we are equally pleased when a person who recovers and achieves financial security can lovingly contribute when the basket is passed.

Our Twelve Steps teach us that sober living requires us to grow up. Paying our own way whenever we can is a sign of our developing maturity. The Seventh Tradition basket, when it comes around, reminds us that we're learning to take care of ourselves. For some of us, practicing the Seventh Tradition is a personal expression of gratitude for the gift of recovery. For others, contributing to the Seventh Tradition is their way of ensuring that our fellowship remains self-supporting and autonomous.

Ultimately, being self-supporting has a profound spiritual meaning for us as individuals. In meeting our own needs, we make a break from dependence. When we were using, many of us paid for our addiction with our dignity and self-respect. We were dependent on others, only taking what we could from life, and in our selfish pursuits lost our integrity and gained nothing. In sobriety, we no longer live that way. Observing the Seventh Tradition is how our fellowship pays its own way. Taking responsibility for ourselves is how we grow in recovery. And in doing so, we fulfill our primary purpose and ensure that CMA is always there for the newcomer and for the addict who still suffers.

The Twelve Steps and Twelve Traditions of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services.

**According to the Fourth Tradition, each group is autonomous except in matters affecting CMA as a whole. Therefore, it's up to each group to decide how to use its money, but many CMA meetings follow these suggested guidelines:*

- *Groups in areas with three levels of service structure typically give 50 percent to their District or Intergroup, 30 percent to their Area, and 20 percent to the GSO.*
- *Groups in areas with two levels of service structure usually send 75 percent to their Area or Intergroup and 25 percent to the GSO.*
- *Groups in areas with one level of service structure just give 100 percent to the GSO.*

Members may also contribute directly to CMA General Services through the website, www.crystalmeth.org. Member contributions to Crystal Meth Anonymous are limited to \$3,000 per year and are fully tax deductible to the amount allowed by law; receipts are available upon request. Contributions from non-members or any outside organization cannot be accepted under any circumstances and will respectfully be returned.

DRAFT for discussion purpose only &
inclusion in Delegate Packet

Crystal Meth Anonymous

Hospitals and Institutions Information Handbook





Copyright ©2014-2016

Crystal Meth Anonymous
4470 W Sunset Blvd Suite 107 PMB 555
Los Angeles, CA 90027-6302

www.crystalmeth.org

Version 1.0
Publication Date: October 1, 2016
First Revision: N/A

This handbook may be revised as necessary to remain as up-to-date as possible.

Table of Contents

• The Twelve Steps.....	i
• The Twelve Traditions	ii
• Statement on Working Steps	iii
• Introduction.....	1
• Our Mission	1
• H&I GSC Advisory Committee	2
• Advisory Committee Contact Information	2
• Monthly Conference Call	2
• Purpose of an H&I Meeting	3
• H&I Meeting Attendees.....	3
• H&I Meeting Definition	3
• Providing Literature at H&I Meetings	4
• Readings for H&I Meetings.....	4
• Providing Tokens at H&I Meetings	5
• Forming an H&I Committee	6
• Voting and Informed Group Conscious	6
• Service Positions for H&I Committees	6
• Chair.....	7
• Vice-Chair/Co-Chair	7
• Advisor.....	7
• Secretary	8
• Treasurer	8
• Corrections Liaison / Coordinator.....	8
• Treatment Liaison / Coordinator.....	9
• H&I Outreach / Public Information.....	9
• Chips & Literature.....	9
• H&I Day / Event Coordinator.....	9
• Speaker Guidelines	10

● H&I Outreach Work.....	12
● Connect to Recovery Program	12
• Guidelines for Connect to Recovery	13
● Inmate Correspondence	15
• Correspondence Guidelines.....	16
● Do's and Don'ts.....	19
● Glossary of Terms.....	21
● Appendices.....	22
• Future Directions.....	22
• Sample Meeting Formats.....	22
• Sample Letters of Introduction.....	22
• Sample Telephone Scripts.....	22

The Twelve Steps of Crystal Meth Anonymous

1. We admitted that we were powerless over crystal meth and our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of a God of our understanding.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with a God of our understanding praying only for the knowledge of God's will for us, and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to crystal meth addicts, and to practice these principles in all of our affairs.

** The Twelve Steps and Twelve Traditions of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc (A.A.W.S.) permission to reprint and adapt the Twelve Steps and Twelve Traditions of Alcoholics Anonymous does not mean that Alcoholics Anonymous is affiliated with this program. AA is program of recovery from Alcoholism only - use of A.A.'s Steps and Traditions, or an adapted version of its Steps and Traditions in connection with programs or activities which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.*

The Twelve Traditions of Crystal Meth Anonymous

1. Our common welfare should come first; personal recovery depends upon CMA unity.
2. For our group purpose there is but one ultimate authority a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for CMA membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or CMA as a whole.
5. Each group has but one primary purpose – to carry its message to the addict who still suffers.
6. A CMA group ought never endorse, finance or lend the CMA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every CMA group ought to be fully self-supporting, declining outside contributions.
8. Crystal Meth Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. CMA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Crystal Meth Anonymous has no opinion on outside issues; hence the CMA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television, films and other public media.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

** The Twelve Steps and Twelve Traditions of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc (A.A.W.S.) permission to reprint and adapt the Twelve Steps and Twelve Traditions of Alcoholics Anonymous does not mean that Alcoholics Anonymous is affiliated with this program. AA is program of recovery from Alcoholism only - use of A.A.'s Steps and Traditions, or an adapted version of its Steps and Traditions in connection with programs or activities which are patterned after A.A., but which address other problems, or in any other non-A.A. context, does not imply otherwise.*

Official CMA Statement on Working the Twelve Steps

Introduction

The Hospitals and Institutions Advisory Committee to the General Service Committee and Board of Directors of Crystal Meth Anonymous (GSC H&I Advisory Committee) has developed this information handbook to assist the local H&I committees in the furtherance of their local H&I activities. The information contained herein was collected over several years from the input of local H&I committees throughout the fellowship of Crystal Meth Anonymous. It is the goal of this publication to provide the most updated concepts, policies, and procedures for conducting H&I activities and for providing H&I services. This handbook may be revised as necessary to remain as up-to-date as possible.

Hospitals and Institutions (H&I) service work occurs primarily at the local level, as the local service structure is generally responsible for taking H&I meetings into facilities. Therefore, the main objective of the GSC H&I Advisory Committee is to support the work of the local service structure in this mission. The GSC H&I Advisory Committee meets this objective by providing guidance, assistance, and suggestions to local H&I Committees. The GSC H&I Advisory Committee also seeks to facilitate communication between the local areas from across the fellowship of CMA.

Our Mission

For many of us who have found recovery through the Twelve Steps, it is our privilege and our joy to share the message of the solution that we have found. Our lives have been changed and we have recovered from a seemingly hopeless state of being. Because of this, many of us have chosen to be of service by working in the trenches with incarcerated inmates and with in-patient clients of hospitals and treatment centers. If you are reading this, you are about to embark upon a mission of altruism and unselfish service. You will soon discover the fact that this is not a selfish program but a program of selfless service with love for our fellows.

It is the mission of the Hospitals and Institutions Committee to carry the message of recovery to crystal meth addicts who are suffering without a solution. We carry out this work within the confining walls of institutions. It is of paramount importance that we do this work as guided by our Higher Power, the Twelve Steps, the Twelve Traditions, and, when possible, with substantial unanimity from an informed group conscious within the H&I committee. Additionally, we must carry out our mission always remembering that we are guests of the facilities in which we serve. We are to be respectful, adhere to the rules and regulations of the facilities, and we are to follow the law.

The Hospitals & Institutions Advisory Committee to the General Service Committee of Crystal Meth Anonymous (GSC H&I Advisory Committee)

The Hospitals and Institutions Advisory Committee to the General Service Committee of Crystal Meth Anonymous (GSC H&I Advisory Committee) is responsible for assisting local areas in establishing local H&I committees and to provide guidance to local areas in the carrying out of H&I activities. GSC H&I Advisory Committee does not govern local area activities but rather provides information and experience to assist in the work being carried out at the local level. It is important to remember that all H&I committees throughout the world wide fellowship of Crystal Meth Anonymous are to operate within the spirit of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of service.

The GSC H&I Advisory Committee has created this handbook to meet its responsibility to the fellowship. Additionally, the GSC H&I Advisory Committee is responsible for holding a monthly conference call to facilitate communication between H&I committees throughout the fellowship and to provide necessary information and guidance. GSC H&I Advisory Committee is also responsible for holding a working session and committee meeting at the General Service Conference. The purpose of this working session is have a face-to-face committee meeting to gather information or to work on projects to present to the fellowship during the conference. The General Service Conference H&I committee meeting and working session is attended by delegates from across the fellowship to provide input into H&I activities. This also provides transparency. During the General Service Conference, the current Chair of the GSC H&I Advisory Committee will present a current update on all H&I activities to the fellowship.

GSC H&I Advisory Committee Contact Information

Below are the contact email addresses for the executive members of the GSC H&I Advisory Committee:

GSC H&I Advisory Committee Chair:	HI.chair @ cmagso . net
GSC H&I Advisory Committee Co-Chair:	HI.co-chair @ cmagso . net
GSC H&I Advisory Committee Secretary:	HI.secretary @ cmagso . net
GSC H&I Advisory Committee Treasurer:	HI.treasurer @ cmagso . net

GSC H&I Advisory Committee Monthly Conference Call

The monthly GSC H&I Advisory Committee conference call is held on the 4th Saturday of each month at 9am Pacific Time (10am Mountain, 11am Central, & 12pm Eastern). All H&I committees form across the fellowship are encouraged to participate. It is helpful to have a representative from each area consistently on the monthly call. Also, any person interested in H&I activities are invited to participate even if their area does not have an operating H&I committee. This call is open to anyone in the fellowship.

Conference Call Dial-in Number: (712) 432-0075
Participant Access Code: 3 1 1 1 0 1 #

Purpose of an H&I Meeting

The purpose of an H&I meeting is to carry the message of recovery through the Twelve Steps to crystal meth addicts who are confined or restricted and do not have unfettered access to regular groups and meetings of Crystal Meth Anonymous. Many times, an H&I meeting is the first introduction to Crystal Meth Anonymous that many inmates, clients, or patients receive. Therefore, it is important that our message of recovery through the Twelve Steps is informative, clear, concise, positive, and solution oriented.

H&I meetings are not like regular meetings of CMA because H&I members are responsible for bringing the meeting into the facilities and H&I members are tasked to run the meetings to ensure the maximum benefit. Inmates and clients are not part of the H&I business meeting and are not H&I members. Additionally, the business needs of H&I are addressed during H&I Committee meetings by active members of the H&I Committee. While we will seek out the Twelve Step recovery needs of the people we serve, it would be inappropriate and unfair for the incarcerated inmate or in-patient client to be responsible for leading or running the meeting. H&I committee members must always “raise the bar” to ensure the highest standard for the message of recovery through the the Twelve Steps. An H&I member’s experience with the Twelve Steps and Twelve Traditions are of paramount importance.

H&I Meeting Attendees

H&I Meetings are held in locations with rules and regulations that usually prohibit individuals from the outside to gain access to the facility. Attendees of H&I meetings are generally restricted to residents of a treatment facility, incarcerated inmates of a jail facility, and the authorized facilitators, speakers, and leaders of the H&I meeting. Also, H&I meetings can have formats and topics designed specifically for the facility’s residents.

Individuals calling a “local hot-line or CMA information number” or any newcomer that is seeking assistance to attend a CMA meeting should not be referred to an H&I meeting. Callers and/or newcomers should always be referred to a regular (non-H&I) meeting of Crystal Meth Anonymous at its next scheduled day and time. It is important that the local H&I Committee collaborate with other entities of the local CMA service structure to ensure that appropriate referrals are made to regular groups and meetings of Crystal Meth Anonymous.

H&I Meeting Definition

H&I meetings are only held in correctional and treatment facilities where patients, residents, or inmates are restricted and confined. H&I meetings are usually closed to

outside participation or visitors (with very few exceptions). An H&I meeting would not be conducted at outpatient clinics, non-treatment sober livings, or non-treatment halfway houses, since these individuals are not confined or restricted; regular meetings of CMA can be hosted by these locations if they so desire. For the purposes of H&I service work, correctional facilities are defined as jails, prisons, correctional work camps, juvenile halls, or any other criminal justice facility where the inmates do not have access to a meeting of Crystal Meth Anonymous. Additionally, treatment facilities are defined as hospitals, detoxification centers, treatment centers, or any other drug and alcohol treatment facility where the inpatient clients are restricted and do not have unfettered access to a meeting of Crystal Meth Anonymous.

Providing Literature at H&I Meetings

The following pamphlets are currently listed on the CMA fellowship website (www.crystalmeth.org) for download and use at H&I meetings. This is not the complete list of the available titles; it is a sampling. It is extremely important that H&I meetings only use pamphlets that have been interim approved by the GSC or conference approved by the full CMA General Service Conference. Please do not use any pamphlets that belong to another fellowship. The reason for this is due to copyright law. Just as our materials are copy written and protected under law so, too, are the materials of other fellowships. Additionally, only using the pamphlets of the CMA fellowship promotes our identity and provides a consistent message. H&I committees may use any of the pamphlets in any combination they deem appropriate for their H&I meetings.

What is Crystal Meth Anonymous?
Experience of the Fellowship
Staying Sober
To The Newcomer
What About Alcohol and Other Drugs?
What About God?
What About Meditation?

These materials are copyrighted by the fellowship of Crystal Meth Anonymous®. The CMA fellowship grants a nonexclusive license to download, print, and copy these materials solely for personal use and for use by CMA meetings or groups only. CMA documents cannot be added to, deleted from, or changed in any manner and must be printed 'as is'. Alterations or edits of any kind to any CMA Fellowship materials, literature, or readings, without GSC or full Conference approval, are strictly prohibited. However, the GSC does encourage local Intergroups, Districts and/or areas to stamp or affix their contact information on the space provided on the back of the pamphlet.

Readings at H&I Meetings

The following listed readings are currently listed on the CMA website (www.crystalmeth.org) for download and use at H&I meetings. It is extremely important

that H&I meetings only use readings that have been interim approved by the GSC or conference approved by the full CMA General Service Conference. Please do not use any materials or readings that belong to another fellowship. The reason for this is due to copyright law. Just as our materials are copy written and protected under law so, too, are the materials of other fellowships. Additionally, only using the materials and readings of the CMA fellowship promotes our identity and provides a consistent message. H&I committees may use any of the readings in any combination they deem appropriate for their H&I meetings.

The Twelve Steps and How They Work

Am I a Tweaker

I Can Stay Sober

There is Hope

Today I Can

These materials are copyrighted by the fellowship of Crystal Meth Anonymous®. The CMA fellowship grants a nonexclusive license to download, print, and copy these materials solely for your personal use and for use by CMA meetings or groups only. CMA documents cannot be added to, deleted from, or changed in any manner and must be printed 'as is'. Alterations or edits of any kind to any CMA Fellowship materials, literature, or readings, without GSC or full Conference approval, are strictly prohibited.

Providing Tokens at H&I Meetings

Plastic tokens cannot be used in any jail/prison facility; this is also true in some treatment facilities. Therefore, it is recommended that lengths of sobriety be recognized with a paper token. The paper token (see example below) may contain the local area contact information, website, info-line phone number, and other information deemed appropriate. The pictures below are only presented as an example. A local H&I committee may design paper tokens or certificates in any manner, which adheres to the the rules of the facilities and the spirit of the Twelve Steps and Twelve Traditions.

Sample Paper Tokens



Side 1 (front)

Side 2 (reverse)

For other H&I meeting locations where providing a plastic token is permissible, it is always encouraged to provide recognition of lengths of sobriety. Tokens may be ordered through the CMA fellowship's website (www.crystalmeth.org).

Forming an H&I Committee

The GSC H&I Advisory Committee recognizes that each local area is autonomous and that local areas may have varying procedures for creating committees and appointing individuals to chair those committees. The following outline of possible service positions is provided for guidance only. The outline presented is what has been typically found in local areas with long-standing and larger service structures, which may not represent every situation. Also, as areas begin to organize, they will naturally start smaller and then grow into a larger structure over time. It is not necessary to fill every position listed here in order to begin local H&I service work. Some positions may be combined or new positions created depending on needs of the locality.

Voting Procedures and Informed Group Conscious

Voting procedures are strictly the affair of the local area. With this in mind, however, the GSC H&I Advisory committee does have one vital recommendation for decision making and voting at the local area level. The recommendation is this: **all decisions should be made with substantial unanimity by an informed group conscious.**

Substantial unanimity is *more than* a mere simple 50%+1 majority win. A simple majority vote is actually a split decision. Split decisions are usually not helpful nor viable. Substantial unanimity means that a vast majority (if not all) members are in agreement. Having this vast majority in agreement ensures that the H&I committee is certain in the direction in which they are headed.

An **informed group conscious** means that there has been a thorough discussion and all possible information on the subject has been disseminated. Additionally, an informed group conscious means that all pros and cons have been weighed, that all voices heard, and, especially, that the minority voice is given a fair hearing. Reaching an informed group may mean that a vote be delayed until the following meeting to ensure that everyone is fully informed before taking a vote.

Service Positions

The following are *suggestions* for trusted servants. Each position has a set of *suggested* requirements; chief among these are that all trusted servant identify as a crystal meth addict, regularly attend meetings of CMA, and are currently working the 12 Steps with a sponsor. In most areas, the appointment of the local area or district H&I subcommittee chair is done by the district committee. In some cases, the district committee will accept a recommended from the H&I subcommittee for the chair position.

Chair

The local district committee usually appoints the Chairperson for the local Hospitals & Institutions subcommittee. The term (generally a limit of 2 terms) of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Chair:

- 5 Years of sobriety.
- Conducts meetings of the local H&I Committee.
- Member of the district committee.
- Reports/updates H&I activities to the local district committee.
- Participates on the GSC H&I Advisory Committee monthly conference call or, appoints a representative (usually the Vice-Chair/Co-Chair) to participate on the conference call.

Vice-Chair/Co-Chair

The local Hospitals & Institutions subcommittee usually appoints the Vice-Chair/Co-Chair via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Vice-Chair/Co-Chair:

- 3 Years of sobriety.
- Conducts meetings of the local H&I Committee in the absence of the chair.
- Reports/updates H&I activities to the local district committee in the absence of the chair.
- Participates on the GSC H&I Advisory Committee monthly conference call in the absence of the chair.
- Prepares to become the next chair, if appointed by the District Committee.
- Assumes the responsibilities of the H&I Chair if the Chair removed.

Advisor

The local Hospitals & Institutions subcommittee usually appoints the Advisor via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Advisor:

- Served as a previous or current outgoing Chair.
- 5 Years of sobriety or more.
- Advises Chair on meeting topics for the local H&I Committee.
- Advises Chair on H&I activities to the local district committee.
- May Participates on the GSC H&I Advisory Committee monthly conference call.
- Uses previous Chair experience to assist as needed.

Secretary

The local Hospitals & Institutions subcommittee usually appoints the Secretary via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Secretary:

- 2 Years of sobriety.
- Keep an accurate record of meeting proceedings.
- Distribute minutes to its members and attendees.
- Maintain archive of Committee meeting proceedings.
- Secure meeting locations and notifies members of meeting changes.

Treasurer

The local Hospitals & Institutions subcommittee usually appoints the Treasurer via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Treasurer:

- 4 Years of sobriety.
- Supply adequate bookkeeping and maintain financial records of the subcommittee.
- Provide monthly financial report to the Committee members.
- Sign all checks drawn upon funds of the Committee.
- Pay rent and other Committee expenses.
- Provide financial report to the Hospitals & Institutions Committee Chairperson.

Corrections Liaison / Coordinator

The local Hospitals & Institutions subcommittee usually appoints the Corrections Liaison/Coordinator via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Corrections Liaison/Coordinator.

- 1 Year of Sobriety.
- Will liaise with County Jails, State Prisons, Juvenile Detention Facilities & Federal Facilities.
- Maintain contact with Administrative Staff of facilities.
- Have knowledge of policies and procedures of facilities.
- Work in conjunction with Chips and Literature to distribute appropriate items to the facilities and the participants of those meetings.

Treatment Liaison / Coordinator

The local Hospitals & Institutions subcommittee usually appoints the Treatment Liaison/Coordinator via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Treatment Liaison/Coordinator.

- 1 Year of Sobriety.
- Will liaise with local Treatment Facilities.
- Maintain contact with Administrative Staff of Treatment facilities.
- Have knowledge of policies and procedures of facilities.
- Work in conjunction with Chips and Literature to distribute appropriate items to the facilities and the participants of those meetings.

H&I Outreach / Public Information

The local Hospitals & Institutions subcommittee usually appoints the H&I Outreach/Public Information Liaison via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee H&I Outreach/Public Information:

- Work with facilities to start new meetings.
- Maintain an updated list of meetings in conjunction with Chips and Literature.
- Maintain contact with facility representatives to ensure that meetings comply with their rules and regulations; also that those meetings are being held as scheduled
- Coordinates with local PI&O committee to attend local community events eg. Health Fairs, Stand Downs, Pride, etc.

Chips & Literature

The local Hospitals & Institutions subcommittee usually appoints the Chips & Literature via an informed group conscious. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee Chips & Literature:

- Supply CMA GSC approved chips and literature to Chair or Vice-Chair of H&I committee.
- Maintain an adequate supply of chips and literature for all H&I meetings.

H&I Day/Event Coordinator

The local Hospitals & Institutions subcommittee usually appoints the H&I Day/Event Coordinator via an informed group consensus. If necessary, the Chair may make an appointment if the committee is unavailable. The term of office is typically one or two years depending on how the local service structure is arranged. The following outlines the typical responsibilities of the committee H&I Day/Event Coordinator:

- Plan and organize H&I Day event(s) for awareness and education.
- Form subcommittees as needed for these events.
- Report to H&I Committee on progress of H&I Day.
- Attend E&P and Fundraising meetings for the Regional/Area/District Committee.

Speaker Guidelines

The following guidelines are suggested for speakers to an addict audience in support of the mission of Hospitals & Institutions (H&I) for Crystal Meth Anonymous (CMA). The guidelines are presented in four sections to address considerations and requirements for preparation, audience, speaker, and content.

Preparations

The CMA member must ensure proper review of logistics prior to arrival at the facility :

- What are the governing laws and policies allowing the meeting to take place?
- Are there special considerations for clearance of individuals?
- Are there gender-specific restrictions?
- Are there special considerations for clothing?
- What is the food/beverage policy?

Audience – It's important for the speaker to consider:

- Who is the audience?
- What is the setting of the facility?
- Is the speaker invited to a regularly scheduled meeting of the organization or a special meeting to address a specific topic?
- What is the purpose of the presentation? (speaking to the addict vs. speaking to the professional)
- Use audience-appropriate language (avoid vulgar language).

Speaker

- The speaker will request anonymity from the audience.
- The primary purpose of the speaker is to carry the message of CMA in order to reach the addict who still suffers.

- The speaker does not speak on behalf of CMA, but uses his or her own experience to create a perception of the fellowship in the community.
- The speaker does not speak as an expert or professional, but as a member of CMA.
- The speaker has a working knowledge of the Twelve Steps and Twelve Traditions.
- The speaker will coordinate with the level of the organizational structure of CMA appropriate for the speaking engagement, e.g., intergroup concerning local matters, area for matters affecting the area as a whole, etc.
- The number of speakers will depend on the requirements of the meeting.

Content

- *The following items are suggested as possible content for a talk before an addict audience:*
- What Is Crystal Meth Anonymous?
- Available (meetings, events)
- Free (7th Tradition, self-supporting)
- It Works!
- Recovery (Twelve Steps with a sponsor)
- Service (carrying the message, commitments, sponsorship)
- Unity (Twelve Traditions, spiritual principles to ensure a consistent message)
- Literature, as applicable and allowable
- Are you a Tweaker?
- The CMA Preamble
- Book – Crystal Clear: Stories of Hope
- Pamphlet: What is CMA?
- Pamphlet: To the Newcomer
- Pamphlet: Sponsorship
- Pamphlet: What is H&I?

Potential Questions for Speakers to consider as preparation:

- What are the Twelve Steps?
- How is CMA organized?
- How old is CMA?
- Where did CMA get started?

- How long has CMA been in this area?
- What are the requirements for membership?
- Is CMA a religious organization?
- How can one find meetings after leaving the facility?

H&I Outreach Work & Collaboration with PI&O

In the course of conducting H&I committee activities, the local H&I committee may engage in contacts with non-addict administrators, directors, and management of institutions where H&I meetings may be held. These contacts may involve communications via mail, electronic mail, telephone calls, or in-person conversations. Often a facility will contact CMA to inquire about having an H&I meeting started for their clients or inmates. At other times, an H&I committee will approach a facility to start an H&I meeting.

Being autonomous, local H&I committees are free to initiate contacts as they deem necessary to further the goal of carrying the CMA message of recovery to crystal meth addicts within correctional or treatment facilities. These contacts are to be made within the guidelines approved by the H&I and PI&O Advisory Committees to the CMA General Service Committee.

Local H&I committees may conduct informational presentations for the purpose of establishing an H&I meeting in a correctional or treatment facility. Bearing this in mind, it is important that the local H&I committee work in partnership with the local PI&O committee. If available, PI&O should be invited to participate in presentations. Cooperation between H&I and PI&O committees is important and is described within the spirit of Tradition One which states, "Our common welfare should come first; personal recovery depends on CMA unity." Communication and planning between H&I and PI&O in advance of a presentation will help to avoid problems, misunderstandings, and will promote unity.

There may be situations when PI&O either does not exist in the local structure or is not available to participate in a joint presentation. In these cases, the local H&I committee will be responsible for conducting presentations to correctional facilities and treatment centers. These presentations are to be made using the established guidelines of the CMA Public Information and Outreach Advisory Committee as approved by the GSC (General Services Committee of Crystal Meth Anonymous).

"Connect to Recovery" Program

CMA H&I's "*Connect to Recovery*" program is similar to the "*Bridging the Gap*" program in Alcoholics Anonymous (not affiliated with CMA). It is a Temporary Contact Program, which is designed to help the crystal meth addict in a treatment program or in jail/prison to transition into the fellowship after completing treatment or upon release

from incarceration. It is important that if a H&I committee takes on this commitment that there is the appropriate manpower to meet the demand.

Guidelines for the “Connect to Recovery” Program

1. First and foremost, this commitment must be conducted in conjunction with the laws, rules, and policies of the prison, jail, hospital, rehabilitation, or treatment facility.
 - a. In many incarceration facilities, if not most or all facilities, it is a crime to engage in personal contact or exchange contact information with an inmate.
 - b. Hospitals and treatment centers may also have varying rules on exchanging contact information; be sure to know the rules and abide by them.
2. This is a temporary contact on release commitment, usually involving participation in two to six CMA meetings.
 - a. This will usually entail picking up the newly released individual to take them to a meeting.
 - b. Two CMA members are suggested when engaging in this service work.
 - c. At least one of the members should have at least one year of continuous sobriety.
 - d. Men should work with Men and women should work with women.
3. Ideally, the “Connect to Recovery” volunteer would make contact with the newcomer while still in treatment or incarcerated (if possible). It should be explained that this is a short-term/temporary arrangement.
4. Remember to be on time and look your best when engaging in contacts with persons in treatment settings and or in corrections settings.
5. Be familiar with the do’s and don’ts of H&I service work (published in this handbook).
6. Be familiar with what the CMA Fellowship offers and does not offer; as well as the Twelve Steps and Twelve Traditions of Crystal Meth Anonymous.
 - a. The CMA Fellowship does not provide employment, food, clothing, shelter, money, social services, or transportation beyond this commitment.
 - b. The CMA Fellowship does offer contact on release, one crystal meth addict sharing experience, strength, and hope. There are also a variety of meeting formats offered.
7. Ideally, the “Connect to Recovery” volunteers would discuss and explain the following topics with the newcomer during the duration of the commitment:

- a. Importance of a home group
- b. Purpose and importance of sponsorship
- c. Types of meetings, varied formats, and including open vs closed
- d. The history of Crystal Meth Anonymous
- e. Explain conference approved literature and where it may be obtained
- f. CMA website information, as well as local area websites
- g. Fellowship events

How does the “Connect to Recovery” Program Work?

The treatment centers and corrections facilities will be provided information about the “Connect to Recovery” program and the service provided. Additionally, the administration will be provided with local contact information to allow for the inmate or person in treatment to request Connect to Recovery transition services.

The following is a sample of an Introduction Letter to any Correctional Facilities Staff/Administration describing the Connect to Recovery program:

Dear Sir/Madam:

You are receiving the enclosed information from the Hospitals & Institutions Committee (H&I Committee) of Crystal Meth Anonymous (CMA) to introduce CMA and the “*Connect to Recovery*” Program of CMA.

Crystal Meth Anonymous (CMA) is a fellowship of men and women who share their experience, strength and hope with each other so they may solve their common problem and help others to recover from addiction to crystal meth. The only requirement for membership is a desire to stop using. There are no dues or fees for CMA membership; we are self-supporting through our own contributions. CMA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; and neither endorses nor opposes any causes. Our primary purpose is to lead a sober life and to carry the message of recovery to the crystal meth addict who still suffers.

The purpose of the World CMA H&I Committee is to support local CMA groups who are interested in carrying our message of recovery to crystal meth addicts in jails and institutions. The H&I Committee functions as a subcommittee of a CMA World Services General Services Committee.

CMA H&I’s “*Connect to Recovery*” Initiative is similar to the “Bridging the Gap” program in Alcoholics Anonymous. It is a Temporary Contact Program, which is designed to help the crystal meth addict in a treatment program or in jail/prison to transition into the fellowship after completing treatment or upon release from incarceration.

To achieve these purposes, CMA has created the following documents:

- Pamphlet explaining our program and how it works
- Pamphlet explaining how inmates can request services

In light of carrying this message, enclosed please find copies of the CMA Contact on Release and select literature for you and/or your clients that we hope you will find to be useful. Please note that these documents are also available for download from our website (www.crystalmeth.org) at no cost.

If your facility would be interested in having CMA provide information about our “Connect to Recovery” to your clients and/or if you have any questions about any of the enclosed information, please feel free to contact us.

We look forward to doing what we can to help ensure that those suffering from addiction to crystal meth know that they are not alone and there is a solution.

We look forward to doing what we can to help ensure that those suffering from addiction to crystal meth know that they are not alone and there is a solution.

Best regards,

Crystal Meth Anonymous
Hospitals & Institutions Committee
(insert your CMA email here)

Inmate Correspondence

Sponsoring a Sober Cell/CMA H&I Pen-Pal Letter Writing

In our experience, there have been many inmates over the years who have written to CMA requesting literature, information, or even someone in recovery with whom they can write. We want to encourage our members to share their experience of recovery with those who are requesting such contact. With this idea in mind, the GSC H&I Advisory Committee has historically made contact with inmates in areas without a service structure and have forwarded contact requests to areas that do have an established service structure. In our experience, this has been a rewarding and worthwhile endeavor.

We have found two basic types of correspondence: (1) the ongoing pen-pal type of letter-writing sharing experience, strength, and hope, and, (2) sponsorship by mail where the 12-steps are conducted with an inmate. Either type of correspondence or a combination of the two is welcomed and valued. It is not a requirement that a member of CMA who wishes to participate in corresponding with inmates conduct “sponsorship” via the mail; being a pen-pal is also a wonderful form of service. Bearing this in mind, please

be aware that the guidelines that follow reference “Sponsoring a Sober Cell” sponsorship activities but this also refers to pen-pal and recovery support type of letter writing.

A final and important note about this commitment. Please be aware that when an inmate writes, they are eagerly awaiting a response and they have a lot of free time to wonder when they will receive a response. We know that our lives in recovery get busy and it may be easy to forget to respond or to delay responding when life is happening. With this in mind, the GSC H&I Advisory Committee asks that volunteers to please be sure to prioritize this commitment so that the inmate welcomed in such a way as to support their recovery and to present a positive impression on Crystal Meth Anonymous. Remember, you are engaging with a future member of the fellowship who needs and wants our support.

Inmate Correspondence Program & Guidelines

These guidelines are presented in order to assist local areas to create a structure in which this commitment can be implemented. The “Sponsoring a Sober Cell” / “CMA H&I Pen-Pal” correspondence program is an opportunity to be of service to carry the CMA message of recovery to incarcerated individuals. The primary purpose of this program is to provide sponsorship, through the mail, for inmates who desire to work the Twelve Steps of Crystal Meth Anonymous.

It is our purpose to provide sponsors who are willing to correspond with any inmate who has the desire to work the steps. It is our hope that in our correspondence we will help the suffering crystal meth addict find the solution that we have found through working the Twelve Steps of CMA.

Our vision is to simply to provide correspondence to those who seek it. We will begin with correspondence from interested inmates to support them in their desire for recovery from addiction. This would be accomplished within facility rules regarding communication and criteria for whom on our side is allowed to have such communication.

Our purpose is to help the inmates get started on working the 12 steps. As part of this we also share our own experiences and let them know what we have been through, and how we got sober. We want them to know they can stay sober. The hope is by them working the program and having contact with those who are sober, that they too will have the desire to go to meetings and continue to work the program once they get out. We want them to have the better opportunity to stay sober.

The following guidelines have been created using the experience from those who have participated in inmate correspondence. The guidelines presented also apply to “CMA H&I Pen-Pal” recovery support type of letter writing. In observing the rules of the correctional facilities regarding mail and correspondence, the following are suggested guidelines to CMA members participating in inmate correspondence:

1. It is highly recommended that those who participate in this level of service have at least one-year clean time and be actively participating with a sponsor.
2. When writing and mailing a letter to an inmate, you must place your first and last name on the return address portion of the envelope as most facilities will not accept unidentified mail.
3. All incoming and outgoing correctional facility correspondence is inspected, opened, read, and subject to monitoring. There is not an expectation to a right to privacy for the inmate. Participants in the “Sponsoring a Sober Cell” and/or “CMA H&I Pen-Pal” correspondence program cannot have an expectation of privacy. Therefore, do not write anything that would compromise the integrity of the goal of sponsorship or recovery support. Additionally, do not write anything that you would not want to be read by unintended individuals or published in a court proceeding.
4. It is highly recommended that all correspondence be received through the local area post office box or local CMA area/district office location address. Check with your local area or district committee to see if you may use their address for correspondence, otherwise, you may use your personal mailing address. It is preferable that a home address not be used but this is not a requirement. Each individual may determine their own level of comfort with providing
5. All correspondence received through the local area office will be forwarded to the members participating in pen-pal recovery support letter writing or in the “Sponsoring a Sober Cell” correspondence program.
6. It is highly recommended that men write to men and women write to women. Romantic or sexually suggestive correspondence is strictly prohibited, as it lies outside the spirit of service. Additionally, drug-a-logs and sex-a-logs are considered inappropriate.
7. Matching inmates with CMA members will be based primarily on gender and language. Other matching criteria may not be possible based on the letter alone. However, when possible, we may consider matching by age, race, ethnicity, or other factors that may emerge. Most likely, this will be a secondary consideration and may not emerge as an important factor.
8. When writing, it is recommended that the “Sponsoring a Sober Cell” correspondence program member introduce themselves briefly in the opening letter so the incarcerated crystal meth addict can identify. Remember to always stay focused on recovery. This recommendation also includes pen-pal recovery support letter writing.
9. Do not send any item of value as these will be considered “contraband” by the correctional facility. Most facilities do not allow inmates to receive stamps, pre-

addressed stamped envelopes, money, phone cards, or any other items of value. Only send letters and unbound, loose-leaf worksheet for stepwork.

10. All correctional Facilities have rules for receiving literature. Most correctional facilities only allow inmates to receive literature directly from the publisher. Always check with a facility before mailing books or literature.
11. If you are sending step work materials, they would most likely have to be in the form of unbound, separate, loose-leaf sheets of paper; inmates would not be permitted to receive books or booklets for you directly.
12. Books usually cannot be sent directly to an inmate by individuals; these must usually be directly provided from the publisher or an online store such as Amazon. If an inmate requests a CMA book (such as *Crystal Clear: Stories of Hope*) the H&I Committee will send the inmate, upon request, the requested material via the publisher. Please send these requests to the local area H&I committee. The CMA GSO H&I Advisory Committee may be of further assistance.
13. All CMA members with correctional facility clearances and H&I commitments within facilities may not correspond with inmates in those facilities.

Since change happens as a result of working/applying the principles behind the 12 steps of recovery, we encourage you to be a step-writing guide through that process. Encourage the inmate to participate in twelve step meetings available to them in the facility.

If the local area has an active contact on release program

Prior to their release, we strongly suggest sending them an area/regional meeting schedule where they will be released. It is important to have a “game plan” and knowledge of meeting places the first day they get out.

If you would like to participate in our “Sponsoring a Sober Cell” / “CMA H&I Pen-Pal” correspondence program to share your experience strength and hope with crystal meth addicts who are incarcerated, please submit the following generic contact information to your local districts H&I Subcommittee Chair:

Name:
Male/Female:
Age:
Clean Time:
Previous Commitment's:
Language(s):
Email:
Phone:
Address:

Do's and Don'ts

Please be aware that this is not an exhaustive list and there may be further allowances or restrictions that vary from area-to-area and facility-to-facility. It is important that local area H&I committees stay abreast of the state and local laws, as well as the rules and regulations of the facilities in which H&I activities are being performed.

- making calls for inmates/clients
- sending/receiving letters for inmates/clients
- contraband

Facilities and Audience Do's and Don'ts

- Do adhere to the rules of the facility.
- Do know the facility and be mindful of the type of audience to help guide your lead.
- Don't exchange personal contact information; i.e.: address, phone, or email.
- Don't debate/discuss issues of the facility with the residents/inmates
- Don't discuss outside issues, such as politics, religion, and other controversial topics.
- Don't break another person's anonymity.
- Don't show favoritism.
- Don't sponsor inmates/residents
- Don't take messages/letters in or out of a facility for residents/inmates.
- Don't ask the crime an inmate has committed.
- Don't accept money, gifts, or contraband from the residents/inmates.
- Don't provide money, gifts, cigarettes, or contraband to residents/inmates.
- Don't exchange anything with residents/inmates other than approved literature.
- Don't bring glass containers or weapons into facilities.
- Don't bring drugs or paraphernalia into facilities.

Clothing Do's and Don'ts

- Do dress appropriately and present yourself professionally.
- Do know the dress code of the institution.
- Do wear clean clothes.
- Don't wear flashy jewelry or bring excessive cash.
- Don't wear clothes that are ragged and torn.
- Don't wear t-shirts with logos related to gambling, drugs, alcohol, drinking, sexual situations, weapons or violence.
- Don't wear revealing clothing (no short skirts/shorts, undergarments showing, tight clothing, skimpy tops, see-through clothing, sleeveless shirts).

Discussion Do's

- Do share in a general way.
- Do speak from your own experience.
- Do use humor and be positive/ upbeat.

Do respect the opinions of others.
Do be sincere and honest.
Do use “I” statements.
Do make eye contact.

Discussion Don'ts

Don't use profanity.
Don't describe war stories of drinking and using in graphic detail.
Don't romance or glorify drugging or drinking.
Don't primarily focus on the using/drinking days (drug-a-logs or sex-a-logs)
Don't be preachy; refrain from dogmatic statements.
Don't describe explicit sexual acts.
Don't describe using or drinking paraphernalia or graphic methods of use.
Don't eat food or chew gum.
Don't self-promote and don't make endorsements.

Topic Do's

Do share a clear Crystal Meth Anonymous message of recovery and focus on the solution.
Do discuss what is Crystal Meth Anonymous.
Do discuss the importance of fellowship and attending meetings.
Do discuss tools of recovery.
Do discuss 12-Step work and sponsorship.
Do discuss Steps 1-2-3 (especially in short-term 28 programs and in jails and institutions).
Do discuss the spiritual Principles of the program such as honesty, open-mindedness and willingness.
Do discuss the importance of service work (carrying the message, commitments, sponsorship).
Do refer to 12-Step literature (CMA Pamphlets, The Big Book, Crystal Clear, 12 & 12).
Do share how you have repaired the damage caused by your addiction.

Other Information

Don't be concerned if the audience doesn't seem engaged, or if they don't quite understand. They are where they are.

Glossary of Terms

AA Big Book	This book is copy-written and the proprietary material belonging to the program and fellowship of Alcoholics Anonymous; individuals may, on their own accord use it, but CMA does not officially use any AA Material.
Conference Approved	
Closed meeting	
NA Basic Text	This book is copy-written and the proprietary material belonging to the program and fellowship of Narcotics Anonymous; individuals may, on their own accord use it, but CMA does not officially use any NA Material. NA has requested that CMA not use their material in CMA meetings or events.
Open Meeting	

Future Direction of this H&I Handbook

The topics presented on this page are items that the GSC H&I Advisory Committee believes are important to be addressed in future revisions of this handbook. It is the intent of the GSC H&I Advisory Committee that this handbook be a living document that will expand as the fellowship expands. The experiences of CMA H&I members from throughout the fellowship will continue to be collected and this handbook will be revised to reflect those experiences.

Topics to be addressed:

H&I Orientation and Training

Frequently Asked Questions

Collaborating with PI&O (additional information)

Presentation Guidelines

First Contact recommendations

Maintaining Rapport with facilities

Letters of Introduction

Sample Telephone Scripts

Sample Letters of Introduction

Sample Meeting Formats

Current meeting formats are available for download on the CMA website

Corrections / Treatment Facility Packets (Literature)

Literature types; ie: CMA Conference Approved Literature

Process for ordering books "*Crystal Clear: Stories of Hope*"

JAILS/PRISON: contact name, address to send media, facility rules,

TREATMENT: contact name, address,

LOCAL AREAS: ability to obtain books at cost

**End of DRAFT
for discussion purpose only &
inclusion in Delegate Packet**

Sober Tool Kit

Recovery can be pretty daunting in the beginning. The thought of going a whole day (even an hour!) without getting high is frightening. How did we do it? We kept it simple: We admitted we were addicts. We made a decision to not pick up, no matter what. If admitting we were addicts and making a decision sound challenging, don't worry. Recovering addicts over the years have developed practical tools that help keep us sober even as we wrestle with these larger questions. This Tool Kit describes the most common strategies we used.

THE 12 STEPS

It's never too early to start the Steps—the simple plan for living that keeps us sober a day at a time. We did this work honestly and thoroughly, following our sponsor's suggestions. Working the Steps gradually freed our minds from thoughts of using and addictive behaviors. Ultimately, they brought us to an awakening of the spirit which relieved us of the obsession to use.

THE 12 TRADITIONS

Many of us wondered what the 12 Traditions have to do with keeping us sober. The 12 Traditions suggest how we conduct ourselves as a group, and relate to each other and the fellowship. They remind us that personal recovery depends upon CMA unity, that as members of CMA we are vitally important to one another. The Traditions help us maintain the integrity of our fellowship and provide a safe environment for recovery.

ABSTINENCE

Crystal Meth Anonymous suggests abstinence from all mind-altering substances. If we truly believe we are addicts, we must accept that any drug use will lead us back into our chaos. The first one is the problem, not the last. We learn how to stay sober one day at a time. The truth is we don't have to use again, no matter what.

HIGHER POWER

For most of us, CMA was our last resort. Our willpower was not enough. We need a power greater than ourselves—something stronger than our addiction—to stay clean. In the fellowship of CMA this power is often called God, God of Our Understanding, or Higher Power. Try to keep an open mind. There are as many concepts of a Higher Power as there are people in CMA. Your Higher Power should make sense to you, and your relationship with your Higher Power is entirely personal. The most important thing is that *your* Higher Power works in *your* life.

H.O.W.

Honesty, Open-mindedness, and Willingness are essential principles of recovery. We use them as a guide for our developing sobriety and to help us accept people, places and institutions as they are. We are honest in our actions and intentions. We strive for the open-mindedness and willingness to have a spiritual solution and to accept suggestions.

LITERATURE

Recovery literature gives us insight and comfort, especially when we can't get to a meeting or reach another fellow. It explains how we use the Steps to form the basis of our sobriety and relates the experience, strength and hope of our members. We hear the voice of our fellowship in the stories of other addicts getting clean, such as those found in *Crystal Clear: Stories of Hope*.

MEETINGS

Meetings provide a safe shelter where we find support, direction, and fellowship. Meetings give us the chance to listen to the experiences of newcomers who remind us that using is still a nightmare, as well as the triumphs and struggles of those living in the solution. Even when we have been sober for a substantial period of time, we continue to show up at meetings so newcomers can find the help they seek—just as we found it when we were new.

ONE DAY AT A TIME

We try to live in the moment. Yesterday's problems are yesterday's affairs, and tomorrow's surprises can wait until tomorrow. If we can focus on staying sober today—keeping in touch with our sponsor and other fellows, leaning on our Higher Power, going to meetings, and working the Steps—we can be happy, joyous and free. Regardless if we have ten days or ten years, we all are only promised a daily reprieve based on our spiritual condition.

PRAYER AND MEDITATION

Recovery in CMA is a spiritual journey. Through prayer we reach outward to the universe instead of relying on our selfish egos. We learn to meditate, we create moments of calm in our lives instead of reacting to our emotional turmoil. Prayer and meditation also served a practical purpose, helping us through moments of crisis. We ask our Higher Power for the next right action or word, listening for a little help to accept our situation or ourselves.

SERVICE

One of the main principles of the program is that we give it away to keep it. Whether through setting up the meeting room, acting as secretary for our home group or working on a committee, service keeps the fellowship running smoothly. Service keeps us connected and takes us out of our own heads. And we don't have to chair a meeting or join a committee to be of service. We learn to look everywhere around us to see how we can help. Showing up, taking a chip, sharing our experience with the Steps, and talking honestly about our lives in sobriety—by taking part in the fellowship we are being of service.

SPONSORS

We can't do this alone. Most of us have tried to stay clean on our own. We weren't able to do it for long. Without the support of our sponsors and other recovering addicts, we are lost. As we work the Steps, our sponsors became amazing resources. They worked the Steps and have been through all kinds of tough challenges—*sober*. The collective

experience of the fellowship as expressed through our sponsors gives us guidance in our new lives.

Keep in mind that these tools are not meant to overwhelm us; they are based on the experience of addicts who have found a solution. The basis for any addict's recovery in CMA starts with the 12 Steps.

There is Hope

When we came to CMA, we found other crystal meth addicts who recovered from a hopeless state of mind, body and spirit. They showed us how to live useful and rewarding lives by embracing a simple program of action.

Through the Steps, we let go of our denial and learned to be honest with ourselves. We developed a relationship with a Higher Power of our own conception. We opened up to another addict about our past and asked our Higher Power to remove our character defects.

We cleaned up the wreckage from the tornado of our old life and embarked upon a new course. We found freedom from fear; love replaced our selfishness.

The truth of our new lives is: We now handle difficulties that once compelled us to use crystal meth. We help others in ways we could never do for ourselves. By finding a spiritual basis on which to live, we can become the miracle of recovery that is happening in the rooms of CMA. We lead incredible lives and give hope to the still suffering addict that recovery from crystal meth is truly possible.



CMA Interim Approved Literature

The General Service Committee has approved this literature to be used widely by the fellowship, and encourages feedback and comment so that it may be considered in the future for approval by the General Service Conference.

© **Crystal Meth Anonymous**

6.28.2016

Crystal Meth Anonymous™

THE TWELVE STEPS: A Plan of Action

It's a simple message: Recovery from crystal meth addiction is possible. You never have to use again, and you don't have to do this alone. To find long-term freedom from the grip of addiction, we work the Twelve Steps of Crystal Meth Anonymous:

1. We admitted that we were powerless over crystal meth and our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of a God *of our understanding*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with a God *of our understanding* praying only for the knowledge of God's will for us, and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to crystal meth addicts, and to practice these principles in all of our affairs.

Continued

If you are like us, you know that once we start, we can't stop. To stay clean and sober, we don't pick up *any* mind-altering substance—no matter what.

Crystal meth seemed like the answer to our problems. Not anymore. We came to CMA because our drug use was killing us.

Abandoning our old companion, fear, we take a breath and work the Steps. When we're rigorously honest and thorough, we see results. Practicing spiritual principles day to day, we are living in the solution.

Surrender is an action...it brings freedom.

Humility is an action...it brings perspective.

Gratitude is an action...it brings contentment.

This is the gift of recovery: Our lives improve, we awaken, and we gradually move from self to service. We act as messengers to others who are suffering—messengers of hope and healing, of connection, serenity, and yes, even joy.

The Twelve Steps of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous World Services, Inc. ("A.A.W.S."). Permission to reprint and adapt the Twelve Steps does not mean that Alcoholics Anonymous is affiliated with this program. A.A. is a program of recovery from alcoholism only—use of A.A.'s Steps or an adapted version of its Steps in connection with programs and activities which are patterned after A.A., but which address other problems, or use in any other non-A.A. context, does not imply otherwise.

The Twelve Steps of Alcoholics Anonymous: "1. We admitted we were powerless over alcohol—that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs."



CMA Interim Approved Literature

The General Service Committee has approved this literature to be used widely by the fellowship, and encourages feedback and comment so that it may be considered in the future for approval by the General Service Conference.

© *Crystal Meth Anonymous*
6.28.2016

Anonymity Workshop prologue

Anonymity is an important core principle for us. Some of our members may not want it known at a public level they are addicts. Should the identity of CMA members become known, CMA might stop being an effective recovery fellowship and be of no use to addicts coming to our rooms looking for help. The person who has the biggest problem with his identity being known is the person we try to protect the most. Whether you believe it or not, you benefit from this basic concept.

The disposition of your anonymity is a tremendously personal thing, and only you can decide if you want your anonymity broken. Can you imagine that choice being taken away from you?

There are some of us who make a living in chemical dependency treatment. Those people might only be effective in their work if their anonymity is broken. Some of us participate in outreach to the public at large or to addicts unable to attend regular CMA meetings. Those of us that do this sort of work understand that we give up some of our anonymity on a temporary basis. Those are both personal choices.

One basic benefit from anonymity is equality. No one person stands over the fellowship. Not in authority or contribution. The members of the national board of directors are no greater members of our fellowship than the newest addict coming in off the street. Those of us who've been around for awhile understand, at the core of our beliefs, that contributing to the fellowship anonymously gives us humility. Can you think of a situation where great contributions come to the fellowship and the contributor wants no credit?

Some of us have had broadcast digital communications sent to us. How is it possible that someone in our fellowship might be included in a broadcast communication? Can you imagine someone being offended that they've been targeted by a non-thinking automated broadcast? That may not seem important to you, but can you imagine it being horrible for someone else? How about any sort of tagging in any type of social media? Can you imagine a set of digital anonymity guidelines geared to the most sensitive person in your fellowship?

As to the groups or CMA as a nonprofit entity, there have been times when CMA has been co-opted by addicts not understanding that the most innocent actions of your groups may have far reaching financial implications for world or local board members. Besides, if no one knew you were an addict, how would you like to show up for a regularly scheduled meeting to find a banner advertising a CMA charity car wash. Would you stay? Would you come back? And would you care if you drove off potential addicts needing help?

We don't promote our issues or identities to outside enterprises. We use attraction rather than promotion. Anonymity is attractive to most addicts, and even if you don't believe or agree with that, can you honestly say that the most sensitive person's desires for anonymity should be ignored?

To be most effective, cohesive anonymity should be practiced by everyone in the fellowship. We've found that most new members of CMA have a hard time understanding the finer points of anonymity. To that end, we present a series of questions for you and your group to discuss centered around anonymity.

PI&O Presentation Summary Document

Presentation Summary. The Presentation is a collection of PowerPoint slides prepared by PI&O Advisory to facilitate and support PI&O work at the local level by providing information & insights that can be communicated to non-addicts. The changes made to this Presentation over the last year are summarized below. We will review the Presentation in breakout.

- Streamlined, reduced redundancies
- Unified language within the file and aligned it with other existing documents
- Shortened the overall length
- Provided flexibility in language and content to minimize need for future editing
- Double checked through the lens of the Traditions and Concepts to ensure messaging is consistent with our primary purpose
- As a living document this is not intended for the "Interim Approval" track and will instead be vetted within PI&O Committee, then reviewed with GSC and changes then communicated to the Fellowship

Language for future PSA's

Public Service Announcements, in print, have been developed as an additional tool to be employed by local PI&O trusted servants. These could be published online or in hardcopy magazine/newspapers to inform the public about CMA's existence & solution.

- Crystal meth, is it using you? Crystal Meth Anonymous has a solution. [contact info]
- We've been there - meth addiction is isolating, scary and costly. Crystal Meth Anonymous has a way out that works. [contact info]
- Have you tried to stop using crystal meth and found that you couldn't? Do you find that you can't control your use once you start? The fellowship of Crystal Meth Anonymous can help. [contact info]

[Cover]

SERVICE IN CMA

WHAT IS PI&O?

WHAT IS THE FUNCTION OF PUBLIC INFORMATION & OUTREACH? SHOULD I GET INVOLVED?

----- Crystal Meth Anonymous

Can you remember how you first learned of Crystal Meth Anonymous?

However you were introduced to CMA, that opportunity may not have existed were it not for someone in your recovery community having carried out the work of Public Information & Outreach (often referred to as “PI&O”). Some of us heard about CMA from a concerned friend, and some of us came through the legal or medical system, but PI&O may have informed them that CMA exists and where our rooms could be found.

OUR PURPOSE (refer to Service Manual language)

The primary purpose of PI&O mirrors that of CMA itself—“to carry the message of recovery to the crystal meth addict who still suffers.” The main focus of PI&O is simply informing the public that CMA exists, that it has worked for us, and that it may work for other addicts.

Much of the public remains unaware of CMA’s existence. In meetings, we hear crystal meth addicts share that until coming into the fellowship, they themselves were unaware that CMA existed. A PI&O committee can increase awareness by making CMA information and resources readily available to the fellowship and the public in easily accessible formats.

PI&O services include providing meeting schedules and pamphlets to recovery organizations, participating in community outreach events, operating a helpline, maintaining a website, making presentations to professionals and organizations, and creating public service announcements.

Outreach

Outreach is a means of having deliberate contact with individuals, organizations, and the public in order to carry out our primary purpose.

Importantly, our fellowship has grown and thrived based on the principle of “attraction rather than promotion” as stated in our Eleventh Tradition. We attract new members by sharing our experience, strength, and hope while observing spiritual principles and concepts such as anonymity, humility, and “principles before personalities.”

Meetings and Members

Meetings and members can, and often do, perform basic PI&O service. This includes posting flyers, printing and distributing meeting schedules, and being mindful of other groups by respectfully maintaining shared meeting spaces.

Anonymity and PI&O Service

Anonymity is a vital part of effective PI&O service. As a spiritual principle, anonymity is multi-layered and important for many reasons. It allows CMA members to attend meetings without the pretenses associated with public image and identity. Anonymity ensures privacy, and encourages humility and fellowship through equality.

PI&O service, whether for the public or a private organization, should be taken seriously. When we do identify as CMA members performing PI&O service, we act as ambassadors for the fellowship, not as individuals expressing our personal opinions. Acting independently can have a negative impact on the public’s image of CMA.

CMA 24 hour Helpline

PI&O Advisory Committee maintains CMA’s 24-Hour Helpline (855-METH-FREE). The Helpline is available to provide information and offer support to anyone seeking recovery from crystal meth addiction. The Helpline is not a crisis hotline and therefore is not equipped to respond to emergencies or answer any questions of a medical or legal nature. For more information on how to get involved with the Helpline, please refer to the “How to Get Involved” section at the end of this pamphlet.

Why Should I Volunteer?

Volunteering for PI&O service is one of the best ways to carry the message of recovery to the crystal meth addict who still suffers. Our experience has taught us that we can only keep what we have by giving it away. PI&O provides a large platform by which you can exercise this principle.

PI&O involvement gives you the opportunity to have a hand in raising awareness and making a positive difference in the lives of others.

How to Get Involved

It is easy to get involved in PI&O service. If your Area or District has an existing PI&O committee, simply attend their next scheduled meeting. Make sure you request to be placed on the committee’s contact list to receive notices of any PI&O service opportunities.

If your local fellowship does not have an PI&O committee, we invite you to contact the Public Information & Outreach Advisory Committee (via www.crystalmeth.org). The Advisory Committee is prepared to offer guidance and help you in starting your own local PI&O committee.

The PI&O Advisory Committee welcomes your participation in serving the fellowship as a whole. If you are interested in participating in the Committee’s monthly conference call, volunteering for the Helpline, or simply learning more about PI&O service, visit our website www.crystalmeth.org from the tab “For the Fellowship” go to CMA Advisory Committees and then Public Information & Outreach Advisory Committee.

[CMA LOGO]

[CMA Conference Approved Literature]

© 2015 Crystal Meth Anonymous

4470 W. Sunset Boulevard

Ste 107 PMB 555

Los Angeles, CA 90027-6302

www.crystalmeth.org

Helpline: (855) METH-FREE

CMA PI&O WORKBOOK PROJECT

**** Overview ****

* indicates that the item has yet to be developed

△ indicates that the item is in the drafting stages

⑫ indicates the item is in approved format

SECTIONS TO BE INCLUDED :

- ☐ TOC*
- ☐ Introduction/Overview*
- ☐ The Purpose of PI&O Work△
- ☐ PI&O Welcome Letter△
- ☐ Sample Letter: To Friends and Families⑫
- ☐ Sample Letter: To the Professional⑫
- ☐ PI&O Presentation Guidelines△
- ☐ PI&O Speaker Guidelines⑫
- ☐ PI&O Event Packet△

[PROPOSED] SECTIONS TO BE ADDED:

- ☐ Starting a Local PI&O Committee△
- ☐ Media Inquiries and Responses*
- ☐ Public Relations Basics (similar to NA World Svcs)*
- ☐ PSAs△
- ☐ Workshops*
- ☐ Cooperation with Hospitals & Institutions
 - general overview of how the two subcommittees work together
 - specific H&I materials of reference (found in their Workbook)
 - Pen Pal outline
 - other H&I-relevant references/resources
- ☐ Helpline Procedures & Protocols△
- ☐ Fellowship Survey*
- ☐ Contact Information*
- ☐ Literature Inventory*

PROPOSED APPENDIXES:

- ☐ PI&O Committee Service Guidelines⑫
- ☐ CMA Service Manual⑫
- ☐ *What Is PI&O* pamphlet△
- ☐ Hospitals and Institutions Meeting Guidelines⑫

With respect to these CMA documents which, although related, were drafted as stand-alone documents prior to creation of the PI&O Workbook, eventually we should decide at some point whether to (a) include them in full - either as Appendixes, or incorporated in relevant order with what is being newly drafted for the Workbook, or (b) to simply compile them into an “Additional References” page which hopefully, in our digital version, will be hyperlinked to the actual documents.