

# **Crystal Meth Anonymous**

## **Hospitals and Institutions Information Handbook**





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

[www.crystalmeth.org](http://www.crystalmeth.org)

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## **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.

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## **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.

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## **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: (605) 472-5573**

**Participant Access Code: 360995#**

**Online Meeting Link: [https://join.freeconferencecall.com/william\\_b](https://join.freeconferencecall.com/william_b)**

## **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 generally held in hospitals, recovery institutions such as correctional and treatment facilities, or any other place where patients, residents, clients or inmates may be present. Often times the facilities have restriction and confinement in some form or fashion, such as curfews, restrictions, lockdowns. H&I meetings are usually closed to outside participation or visitors with some exceptions. However, every H&I Committee is autonomous to decide under group consensus if a particular meeting or situation would fall under H&I support. Some Local Areas have had out-patient treatment centers, veterans programs, foodbanks or other recovery facilities reach out for a CMA meeting. In that case some local areas have decided, since it was going to be in an institution it was best fall under H&I to carry the message of Crystal Meth Anonymous with the hope of it potentially turning into a 7th tradition meeting down the line. 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 via lockdown, curfews, restriction or any other means and do not have unfettered access to a CMA meeting.

### **Local H&I Experience:**

#### **Phoenix, Central District, Arizona Area CMA**

In the early days of Phoenix CMA H&I the fellowship had a hard time getting into established treatment centers such as correctional facilities, hospitals, detox and treatment facilities. The facilities did not view CMA as important due to the fellowship being new. So to get around that, the H&I Committee started meetings at local halfway houses, and recovery homes that had some form of restriction such as curfews, rent restrictions, initial lockdown etc. This allowed them to establish themselves a solid reputation of reliability. From this, the Local H&I was able to get its foot in the door in the established facilities.

## **Providing Literature at H&I Meetings**

The following pamphlets are currently listed on the CMA fellowship website ([www.crystalmeth.org](http://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?**

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## **Readings at H&I Meetings**

The following listed readings are currently listed on the CMA website ([www.crystalmeth.org](http://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**

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## **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](http://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:

- 2 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:

- 2 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.
- 2 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:

- 2 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.

- 2 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.

- 2 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 Awareness/Event Coordinator**

The local Hospitals & Institutions subcommittee usually appoints the H&I Awareness/Event 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 H&I Awareness/Event Coordinator:

- Plan and organize H&I Day event(s) for awareness and education.
- Forms 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.

### **Crystal Meth Anonymous Hospitals and Institutions Awareness Event:**

Many CMA H&I Sub Committees use events as a way to raise awareness for Hospitals and Institutions. This also accomplishes the task of raising funds needed for Hospitals and Institutions, Generating excitement for involvement from the fellowship to participate in Hospitals and Institutions Service work. There is no right or wrong way to put on a Hospital's and Institutions Awareness event, provided its main purpose is to carry the message of Crystal Meth Anonymous and, service work through Hospitals and Institutions. H&I Awareness Events have been held in the morning, afternoon, and evening time, as well as throughout the day. Many Awareness Events include H&I Service Work workshops, H&I Speakers as well as various opportunities to have fun as a fellowship. Awareness Events have been known to bring members of our fellowship together. It is also suggested to have a table set up with some information about H&I, someone to answer any questions, and an ability to sign up for service.

Provided below are some examples of how different areas/districts do Awareness Events. This will provide examples and ideas for your own area/district H&I Awareness Event:

### **Arizona Area, Central District, Phoenix:**

The Arizona Area, Central District subcommittee of CMA H&I has put on CMA H&I Awareness Events for over 15 years. The event is titled: "H&I Day" It is held every year in fall. The event runs for several hours during a Saturday. The event usually has a great mixture of solid H&I Service Message, as well as fun. The event has recently begun with a fun H&I Themed panel speaker meeting, followed by Lunch, A H&I workshop, Live music or Recovery Games like Big Book Trivia, A presentation from the Central District H&I subcommittee that allows every position to explain what it does, how someone can help, and how the position has impacted the recovery of the member, followed by a strong H&I speaker to close the event out. This event has several entertaining portions to the event, Live Music, Karaoke, or other things. The event also has a children's area with games, bounce house, or face painting that allows this to be a family friendly event.

Due to the amount of work that needs to go into an event of this size. The H&I Subcommittee have elected an H&I Day chair that has its own subcommittee. Some of the positions on that committee include: Chair, CoChair, Treasurer, Secretary, Location Coordinator, Hospitality, Kids Games, Public Information and Outreach. The H&I Day event has also sold shirts or hoodies to help raise funds for H&I. On top of the actual H&I Day event, 2 additional smaller events are put on to help raise fun for H&I and the event itself. The first event is usually held in May/April. This event is usually a fun event coupled with strong H&I Speakers. With an H&I Table set up. The second event is held in August/September, which is usually a Kamikaze Karaoke type fun event that has a strong H&I Speaker. All of these events have been a strong success, as well as beneficial in inspiring members of the fellowship to get involved in H&I Work

## **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:

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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](http://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.

## **Starting A Meeting Inside a Correctional Facility, PEER TO PEER Format.**

Starting a Crystal Meth Anonymous meeting is surprisingly simple, and it may be one of the most exciting things you ever do in recovery. One thing we can tell you for certain is that we don't get sober alone. By reaching out to help—and get support from—other addicts, you are making an enormous difference in not just your own recovery, but possibly in the lives of countless addicts. More good news: Thousands of addicts have gone before you, and we're more than happy to help. We've gathered here some ideas to help you get started, some answers to questions you may have, and some suggestions based on our experience. At its most basic, a meeting is a group of two or more recovering addicts who meet to help one another stay clean, and to carry the message of recovery to each other and, most importantly, the newcomer. This is the *primary* purpose of the meeting.

The most basic meeting is a group sharing meeting, where, after some initial readings, members take turns sharing their experience of working the twelve steps, discussing issues in their recovery, and describing what has worked to help them stay clean. Some meetings choose to focus the sharing by keeping a list of topics, or reading a step or bit of recovery literature and asking people to share on that topic. You may let people share randomly as they are moved to.

### ***Choosing a Format***

Here you will find a selection of meeting formats. The readings are suggested however, you may choose to have readings or have no readings at all. We do however suggest that the 12 Steps be read at every meeting because these are the basis of the program that changes our lives. Truly, the meeting is how the 12 Steps are introduced to a suffering addict. Choose one of these formats prior to the meeting:

\* Speaker Meeting - One member shares their experience strength and hope with the 12 steps of recovery, followed by open sharing if there is time.

\* Step / Tradition Study - Choose one Step or Tradition for the meeting's focus and open the floor to general discussion related to that step or tradition.

\* Topic / Discussion - The meeting facilitator chooses a recovery principle (ex. "Hope", "Faith", "Serenity", "Acceptance", "Surrender", "Spiritual Awareness", "Fellowship", "Brotherly Love") and the floor is open to sharing on that topic.

## **CMA Peer to Peer Meeting Format**

Hello, welcome to this meeting of Crystal Meth Anonymous. My name is \_\_\_\_ and I'm an addict.

Please help me open this meeting with the serenity prayer.

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

Crystal Meth Anonymous is a fellowship of people for whom all drugs, especially crystal meth, have become a problem. The only requirement for membership is a desire to stay clean and lead a sober life. The fellowship advocates complete abstinence from crystal meth, alcohol, medications not taken as prescribed as well as all other mind-altering substances. There are no dues or membership lists – each group is expected to be self-supporting through its own contributions. The Twelve Steps of CMA are suggested to provide us with a plan with which to build a sober, better life. We believe that if we work these simple steps we will live a life free of active crystal meth addiction.

This is not meant to embarrass anyone but so that we may get to know you better, would those of us here for the first time please raise your hand and tell us who you are?"

I have asked \_\_\_\_ to read "What is CMA?"

I have asked \_\_\_\_ to read "Are You a Tweaker?"

I have asked \_\_\_\_ to read "The 12 Steps: A Plan of Action"

The format for today's meeting is \_\_\_\_\_. I have asked \_\_\_\_ to introduce this format.

We have come to the end of our meeting, I have asked \_\_\_\_ to read "I Can Stay Sober"

## **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