

NAR-ANON RECOVERY LITERATURE AND SERVICE MATERIALS

Conference Approved Literature (CAL)

Nar-Anon conference approved literature grows out of our need for literature and material for our personal recovery and service work. The process for conference approval provides the fellowship ample time to review and approve our literature as expressed in the approval processes listed below. This ensures all conference approved material is an expression of Nar-Anon's principles.

The final process for approving recovery, service, and outreach literature or materials by the fellowship takes place at the WSC. Once an item is approved, it will bear the stamp "Conference Approved Literature".

Recovery Literature

Literature used in group meetings and for personal use is called recovery literature. This may include books, pamphlets, leaflets, any form of multimedia, cards, films, and posters.

Requests for or submissions of recovery literature, come from the fellowship (members, groups, areas, regions, NSOs, world service committees, and the board of trustees). It is preferred literature be submitted in English. These requests and submissions must be sent to the World Service Literature Committee, who in turn will compile/summarize them biennially for presentation to the WSC for consideration and prioritization. After the WSC determines the priorities, the request or submission then goes to the World Service Literature Committee to be written, reviewed, expanded, and/or edited before going through the approval process for recovery literature (see below).

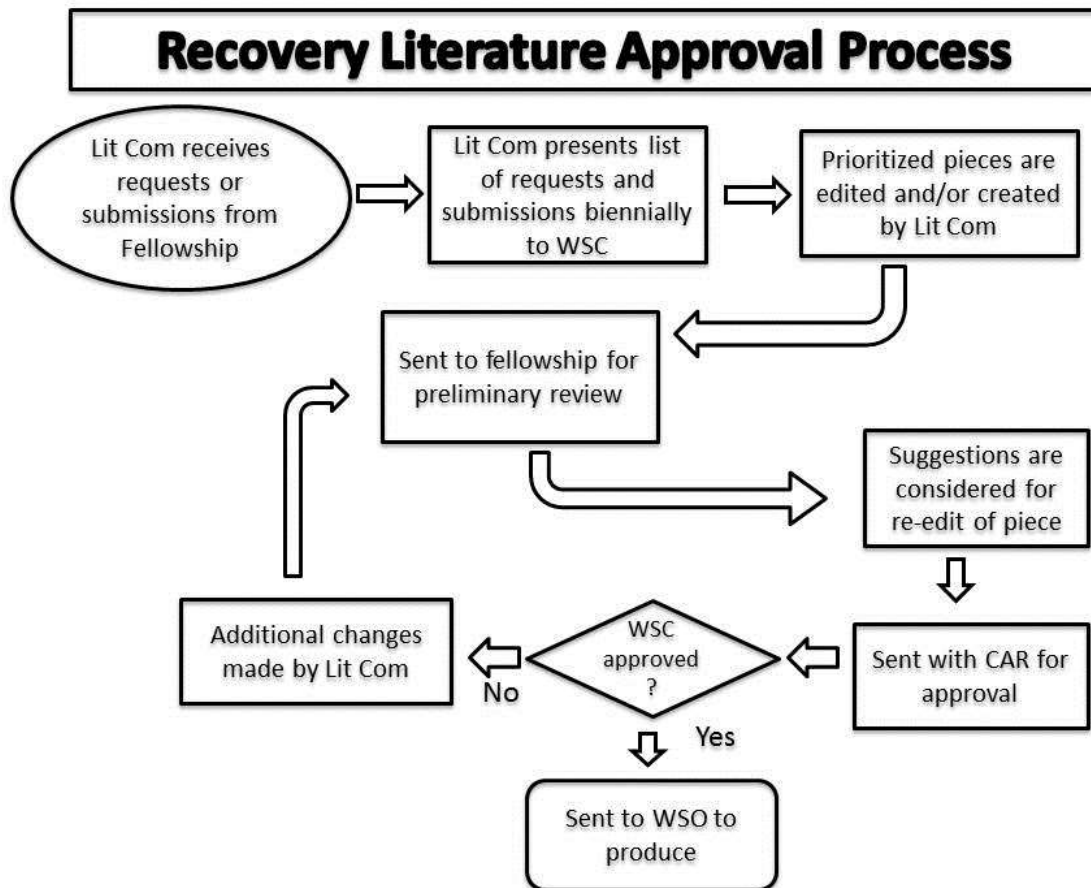
Nar-Anon and Narateen members are encouraged to write recovery literature. A *Nar-Anon Copyright Release Form* giving permission to NFGH, Inc. to edit and use these writings in any book or publication that may be produced must accompany each submission. A sample release form appears at the end of this guide. All material submitted with a signed release becomes the intellectual property of NFGH, Inc.

Material submitted by the fellowship is reviewed and edited by the World Service Literature Committee to ensure it follows Nar-Anon's traditions and principles. In keeping with the spirit of our program, the name of any individual member does not appear in the title of Nar-Anon or Narateen material, nor is authorship acknowledged. All published material is the sole property of NFGH, Inc.

Approval Process for Recovery Literature

After recovery literature has been reviewed and edited, it is forwarded to the BOT for approval before it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service

Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the *CAR* for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon meetings. Recovery literature sent with the *CAR* for conference approval shall not be used in Nar-Anon meetings, although it may be displayed and distributed to members at Nar-Anon meetings.



Service Literature

Service literature includes both *The Nar-Anon Family Groups' Guide to Local Services* and *The Nar-Anon Family Groups' Guide to World Services*, plus any other handbooks or service manuals pertaining to policies and/or guidelines used for service work in Nar-Anon. The BOT, WSC, or world service committees may direct service literature to be developed and written for use by service members of the fellowship. The World Service Policy and Guidelines Committee will draft service literature for preliminary approval by the BOT. World service committees may also develop guidelines to be submitted to the World Service Policy and Guidelines Committee for review.

Approval Process for Service Literature

After service literature has been reviewed and edited by the World Service Policy and Guidelines Committee, it is sent to the BOT for preliminary approval. Upon BOT approval, it is then sent to the World Service Literature Committee to be edited for style, grammar, and punctuation. BOT approved service literature will then be distributed to the WSC participants for conference approval. This occurs not less than 90 days prior to the WSC, which is when the CAT is distributed. There may be instances when the BOT decides service literature warrants a longer review process. In those cases, the service literature will be distributed no less than 150 days prior to the WSC.

There may be times when multiple inquiries from the fellowship indicate a need for service informational pamphlets. The BOT may temporarily approve service informational pamphlets for distribution and use before they are conference approved, thus making them readily available to the fellowship. If necessary, BOT approved service informational pamphlets can be easily changed or pulled from inventory if there are concerns from the fellowship. Although service informational pamphlets may receive temporary approval from the BOT, conference approval is still necessary. Service informational pamphlets will be treated in the same way as other service literature and must be distributed to participants of the WSC not less than 90 days prior to the conference with the CAT.

Outreach Literature

Outreach literature and materials can include letters, pamphlets, flyers, posters, videos, digital slide show presentations, and television ads that are informational in nature and are used to raise public awareness about the Nar-Anon program. These items can be distributed to treatment facilities, hospitals, community health fairs, schools, doctors' offices, etc. The World Service Outreach Committee will develop informational literature regarding the Nar-Anon program. This literature will be sent to the World Service Literature Committee for review and editing before submission to the BOT for approval.

Approval Process for Outreach Literature

The BOT may temporarily approve outreach literature and materials for distribution and use before they are conference approved, thus making them readily available to the fellowship. By allowing the BOT to temporarily approve these items, we are able to continue carrying the Nar-Anon message of help and hope for families and friends of addicts. If necessary, BOT approved outreach literature and materials can be easily changed or pulled from inventory if there are concerns from the fellowship. Although outreach literature and materials may receive temporary approval by the BOT, conference approval is still necessary. Outreach literature and materials will be treated in the same way as service literature and must be distributed to participants of the WSC not less than 90 days prior to the conference with the CAT.

Production of Literature and Materials

The production of all literature and materials recommended and approved by the WSC must be authorized by the World Service Board of Trustees. NFGH, Inc. is the sole authorized publisher and distributor of Nar-Anon literature. However, countries outside of the United States with a duly executed contract to print and distribute CAL in English may do so. The contract must be binding and clearly state the percentage of payment due NFGH, Inc. from their literature and material sales.

Translations of Nar-Anon Literature

Countries outside of the United States may translate literature and materials that have been approved at a WSC, provided they hold a duly executed contract with NFGH, Inc. to translate, print, and distribute CAL. The contract must be binding and clearly state the percentage of payment due NFGH, Inc. from their literature and materials sales.

Translations of Nar-Anon literature should conform to the spirit and meaning of the original English versions. All translations must first be approved by their national service conference and then approved by their board of trustees prior to actual production. In countries without an NSO, their regional assemblies should approve translated literature. All translated literature must include a statement that reads, "This is a translation of Nar-Anon conference approved literature." This indicates the translation itself has not been approved by the WSC, but that it is a translation of Nar-Anon conference approved literature. It should also contain the original English title and all literary identification information, including listing NFGH, Inc.'s name, address, telephone numbers, email, and website information.