

Starting a New Group Check-List

Starting a new group—A checklist So, you're starting a new group? This checklist, derived from the collective experience of NA groups, contains matters to address when starting a new group. Get in touch with the nearest service committee. An area service committee meeting is the ideal place for announcing your intention to start a new group. There, you can gather experience from representatives of other groups in the area, and learn of the services available to your group when you need them. Obtain a meeting place. Here are some details to know when opening a new meeting: Where?

_____ When? Day, time, and duration of the meeting.

_____ How much? What is the facility charging for rent? _____

Is that realistic, keeping in mind the number of people you can expect to attend the meeting? _____

When is the rent due? _____

What does the facility require? No smoking? Absolutely no litter? _____

Sweep, and mop after the meeting? Close windows, lock doors? _____
The Group Booklet Would you rather have your group's mail sent to a group trusted servant or your Area Service Committee? Or, would you like your group's mail sent to the facility address? Will they set up a box where you can pick up newsletters and announcements mailed to your group?

_____ Name your group. A few things you may want to consider are: Is the name recovery-oriented? Does the name create the impression that the group is affiliated with the facility in which it holds its meetings? _____

_____ What group of trusted servants are needed? What does the group expect those people to do? This booklet gives descriptions of various group officer positions. Make sure all group members agree on what they want their officers to do. What kind of meeting format will you use? This booklet describes a number of format variations commonly used in our fellowship. Which format—or combination of formats— does your group want to use? _____

_____ Will this be a "closed" NA meeting? Or an "open" meeting? _____

_____ What kinds of NA literature does your group want to stock? _____

_____ What kinds of refreshments should be purchased? _____

The Group Booklet 29 For more information contact: Fellowship Services World Service Office PO Box 9999 Van Nuys, CA 91409-9099 USA Telephone: (818) 773-9999 Fax: (818) 700-0700 Website: www.na.org Have you registered your group with the World Service Office and with the secretary of your area service committee? You can obtain a group registration form from the World Service Office at the address listed below or on our website www.na.org. By filling it out directly online or mailing it in, you'll ensure that your group's meeting information is available via the NAWS website, www.na.org.