

San Fernando Valley  
Cocaine Anonymous

**Hospital & Institutions  
Committee Guidelines**

Suggested Guidelines and Information

2023 Edition



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## **PURPOSE**

The sole purpose of the San Fernando Valley Hospital and Institutional Committee is to carry the message of Cocaine Anonymous to those confined, voluntarily or involuntarily, in institutions. Institutions served may include correctional, hospitals and other facilities engaged in the treatment and rehabilitation of cocaine addicts, both government and private. The committee is organized under the Ninth Tradition of C.A.: "C.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." The committee operates under the Twelve Traditions of C.A. in all of its affairs. C.A. meetings are held at the invitation of the Institution Administration, ever mindful of the admonition, "COOPERATION, NOT AFFILIATION."

## **WHY A COMMITTEE**

The requirements and guidelines are a composite of the restrictions placed on us by various federal, state, county, and local authorities. Each institution has stringent rules and regulations covering problems ranging from those of a simple custodial nature to those of tighter security measures.

The Committee guarantees continuity of C.A. meetings. Members come and go, but the Committee continues. Trust in our actions and movements come from years of repetitive action by groups who know and conform to the established guidelines. No one individual can make this possible; only the continuity of a committee structure can.

Problems which arise at an institution are resolved within the framework of the committee. Panel members may seek advice and assistance for problems encountered in their particular facility with the knowledge that the combined committee's experience will have faced and solved similar problems in the past.

## MEMBERSHIP QUALIFICATIONS

To qualify for Committee membership, the following basic requirements must be met;

1. Must be a member of Cocaine Anonymous; and,
2. Must be sober for a minimum of three months for hospitals and detox centers.
3. Longer terms of sobriety may be required by some hospitals or institutions.

The above requirements are a MINIMUM for any type of participation in the Committee, including participation as a Panel Speaker. Any member of C.A., invited guest or interested party may attend the monthly Committee Business Meeting.

## CONDUCT

Any member of the Committee is automatically suspended from institutional activity if any of the following occurs:

1. Upon the loss of the member's sobriety. Sobriety requirements will have to be re-established for reinstatement.
2. Refusal to abide by the rules and regulations of the institution being served.
3. Refusal to abide by the Committee Guidelines.
4. While attending a panel meeting, a member solicits, recommends or advises any person at the facility to another facility or professional treatment.
5. We really do have a business to conduct as well as a cooperative spiritual enterprise to foster. Therefore, a reasonable amount of discipline and direction is a necessity. Those who cannot or will not see this are not well suited for (organized service) work. (adapted from Concept 11 AAWS)

Any committee member who has been suspended has the right to appeal such suspension at the next scheduled H&I Committee business meeting. In addition, panel chairs or panel leaders are required to attend the monthly H&I business meeting at least once every three months. Failure to do so can result in replacement of the panel chair or panel leader by the committee. This action does not exclude the member from other committee participation.

## **REQUIREMENTS, DUTIES AND RESPONSIBILITIES**

### **DIRECTOR**

SUGGESTED SOBRIETY: 2 years continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:

1 year

SUGGSTED TERM OF COMMITMENT: 1 year

POSITION FILLED: Election

DUTIES AND RESPONSIBILITIES:

1. Coordinate and direct all committee activities;
2. Attend ASB and ASC meetings as the H&I Committee Chair and report pertinent information.
3. Attend all meetings that are related to institutional work; and
4. Keep informed via his/her representative appointments on all matters affecting the committee.

Appointments by director to finish unexpired terms:

- a. Secretary
- b. Treasurer
- c. Panel Board Chairperson
- d. Literature chairperson
- e. Committee General Service Representative (if needed)

### **ASSISTANT DIRECTOR**

SUGGESTED SOBRIETY: 1 year continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:

6 months

TERM OF COMMITMENT: 1year

POSITION FILLED: Election

RESTRICTION/MISC.:

DUTIES AND RESPONSIBILITIES:

1. Attend all meetings that are related to institutional work and work closely with the Director in any capacity or situation as delegated by the Director.
2. Assume the Director's responsibility in his/her absence and/or expired term;

## **SECRETARY**

SUGGESTED SOBRIETY: 1 year continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:

6 months

TERM OF COMMITMENT: 1 year

POSITION FILLED: Election

RESTRICTION/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Keep minutes of the regular monthly committee business meeting.
2. Keep attendance records of all Panel Chairs and Panel Leaders to determine eligibility requirements and notify Panel Board Chair of eligibility issues
3. Serves as typist for any directives or correspondence as the need arises.

## **TREASURER**

SUGGESTED SOBRIETY: 18 months continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:

6 months

SUGGESTED TERM OF COMMITMENT: 1 year

SUGGESTED POSITION FILLED: Election

RESTRICTION/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Account for all monies of the Committee;
2. Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing and other appropriate incidentals.
3. Provide Newsletter Editor with monthly donation amounts from each meeting.
4. To be gainfully employed and/or financially stable.

## **LITERATURE PERSON**

SUGGESTED SOBRIETY: 6 months continuous

CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 1 Year

POSITION FILLED: Election

RESTRICTION/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Obtain and keep on hand a sufficient inventory of soft literature from World Services; and
2. Add H&I Stamp to all literature.
3. Distribute literature at the monthly Committee Business meeting to authorized persons and maintain records of distributed literature.
4. At his or her discretion, appoint an assistant literature person.

## **PANEL BOARD CHAIRPERSON**

SUGGESTED SOBRIETY: 2 years continuous

SUGGESTED CONTINUOS COMMITTEE SERVICE PRIOR TO POSITION:  
18 months

SUGGESTED TERM OF COMMITMENT: 1 year (2 years if ascending from  
Assistant Panel Board Chair position)

POSITION FILLED: Election (or ascended)

RESTRICTION/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Maintain current roster of existing panels, panel leaders and panel chairs including contact information for each and report to Director and Committee up to date information regarding each Panel monthly.
2. Fill all open Panel Leader and Panel Chairperson positions at Business Meeting. Any open Panel Chair or Leader position may be filled between Business Meetings by the Panel Board Chair, Director or Assistant Director by conducting a one-on-one orientation and providing all literature and Panel Leader Handbook.
3. Provide new Panel Leaders with link to [Airtable.com](https://airtable.com) for potential speakers.
4. New Panel approval process:
  - a. Complete New Panel Information Sheet
  - b. Present at Business Meeting or Board meeting for approval



- c. Once approved, add to Panel Chart and fill all open positions. (Can be done in between Business Meetings if necessary.)
5. Existing Facilities:
    - a. Additional Panels can be added without formal approval.
    - b. Add to Panel Chart and fill all open positions as soon as possible. (Can be done in between Business Meetings if necessary).
  6. Serve as Orientation Leader
  7. Direct the removal of the Panel Chair in those cases where removal is warranted.
  8. Attend the regular monthly meetings of the committee;
  9. Communicate with each Panel Chair monthly to discuss:
    - a. Any existing problems and/or new or revised operating instructions from each facility.
    - b. Verify accuracy of the information regarding each panel and panel leaders.
    - c. Notify the Director prior to the Committee Business meeting of any Panel Chair or Panel Leader not in compliance with attendance requirements.
  6. Notify any Panel Chair not in compliance with attendance requirements prior to the next Committee Business meeting.
  7. Report serious problems immediately and routine changes monthly to the Director.
  8. Supply and discuss with the new Panel Chairs and Leaders a copy of the "Requirements, Duties and Responsibilities" for their respective positions. Supply them with accurate institution panel information immediately upon appointment.
  10. Contact prospective facilities and maintain report reflecting activity and status.
  11. Establish and maintain quarterly communication with personnel at each facility.
  12. Contact prospective facilities.

## **PANEL CHAIRPERSON**

SUGGESTED SOBRIETY: 1 year continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:  
3 months as Panel Leader

TERM OF COMMITMENT: Unlimited

POSITION FILLED: Voluntary basis, filled at Committee Business Meeting

RESTRICTION/MISC.: N/A

1. A member who is on probation or parole may not become a Panel Chairperson of a correctional institution panel (prison, jail or detention camp) unless official written clearance is obtained in advance.

DUTIES AND RESPONSIBILITIES:

1. Notify any Panel Leaders prior to the Committee Business Meeting if attendance requirements are not being met;
2. If necessary, attend the first institutional meeting conducted by each new Panel Leader;
3. Remove any Panel Leader who fails to carry out SFVCA H&I Guidelines and/or his/her duties and responsibilities;
4. Promptly notify the Panel Board Chair of any change in Panel Leaders and panel activities and/or contact information.
5. Attend one regular monthly Committee Business Meetings per quarter;
6. A Panel Chairperson wishing to discontinue his/her responsibility will notify the Panel Board Chairperson immediately. He/she may recommend, but may not appoint, a replacement;
7. Must comply with all "Requirements, Duties and Responsibilities" of a Panel Leader;
8. Maintain monthly communication with the contact person at the facility; and
9. Immediately notify the Panel Board Chairperson of any problems that arise.

## **PANEL LEADER**

SUGGESTED SOBRIETY: 6 months continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: None

TERM OF COMMITMENT: N/A

POSITION FILLED: Voluntary basis, filled at Committee Business Meeting

RESTRICTION/MISC.:

1. A member who is on probation or parole may not become a Panel Leader of a correctional institution panel (prison, jail or detention camp) unless official written clearance is obtained in advance.

DUTIES AND RESPONSIBILITIES:

1. Attend the scheduled institutional panel meetings. If unable to attend, arrangements must be made through the Panel Chairperson for another established Leader to take the panel meeting;

2. Notify the Panel Chairperson of any serious problems encountered at the institutional panel meeting or any change in Leader's address or telephone number;
3. Provide the panel with adequate C.A. literature. Literature is obtained at the monthly Committee Business Meeting;
4. Attendance at the regular monthly Committee Business Meeting once every 3 months is mandatory. Leader will be relieved of panel if requirements are not met;
5. Obtain two or three speakers who each have a minimum of three months sobriety (or one year or more for hospitals or institutions). Leader may be required to obtain clearance in advance for those speaking at institutions;
6. Review panel operating instructions with speakers PRIOR to the scheduled panel meeting.

## **SFVCA Hospitals and Institutions Suggested Meeting Format**

Welcome to the H&I Meeting of Cocaine Anonymous. My name is \_\_\_\_\_, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer.

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from their addiction. The only requirement for membership is a desire to stop using Cocaine and all other mind-altering substances. There are no dues or fees for membership, we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy, and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read a portion of the C.A. Storybook *Hope, Faith & Courage*, entitled "We Can Recover." I have asked \_\_\_\_\_ to read this for us.

*(optional)* It is a custom In Cocaine Anonymous to read a portion of the newcomer pamphlet entitled "Who is a Cocaine Addict?" or "Who is a C.A. Member". I have asked \_\_\_\_\_ to read this for us.

*(optional)* I have asked to read "Alcohol" for us.

This is an H&I panel speaker meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories. This will be followed by a question-and- answer period.

(Speaker(s) share for 10-20 minutes)

(Question and answer period at this point. If time permits, or no questions are forthcoming, you may distribute the "25 questions.")

(Five minutes before the meeting ends...) Our time is up. If anyone has any questions that went unanswered, please share them with our speakers after the meeting. (if this is an open H&I meeting, remind the people that free literature is available for patients or clients of the facility only.)

I would like to close by having \_\_\_\_\_ read the Promises, A Vision For You or Reaching Out. After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of their choice?

## SFVCA Hospitals and Institutions Suggested Online Meeting Format

Welcome to the Online H&I Meeting of Cocaine Anonymous. My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer.

**Meeting Disclaimer: “Due to the technologies being used for these meetings, your anonymity, or the anonymity of others mentioned, could be compromised at a public level. You and our groups as a whole have the responsibility to consider the potential implications, and our level of participation in this meeting. Our group conscience reminds us that Anonymity is the Spiritual Foundation of all our Traditions. Additionally, in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilized to facilitate this meeting.”**

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using Cocaine and all other mind-altering substances. There are no dues or fees for membership, we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or Institution. We do not wish to engage in any controversy, and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

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This is an H&I panel speaker meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories. This will be followed by a question and answer period.

(Speaker(s) share for 10-20 minutes)

(Question and answer period at this point. If time permits, or no questions are forthcoming, you may distribute the "25 questions.")

(Five minutes before the meeting ends...) Our time is up. If anyone has any questions that went unanswered, please share them with our speakers after the meeting. (if this is an open H&I meeting, remind the people that free literature is available for patients or clients of the facility only.)

I would like to close by having \_\_\_\_ read the Promises, A Vision For You or Reaching Out. After a moment of silence for the addict who still suffers, would \_\_\_\_ lead us in the prayer of their choice?

## **General Guidelines for Cocaine Anonymous Hospitals and Institutions Meetings**

1. Avoid prolonged Drug-a-Logs.
2. Do not criticize or make derogatory remarks about the facility, its personnel, or any of its policies and practices. This includes opinions about pills, anti-depressants, tranquilizers, and abuse which are used by many facilities.
3. Never give medical or legal advice or recommend other facilities to patients.
4. Do not talk down to the group.
5. Do not use profanity; you may be stopped by the meeting chairperson if you do.
6. Do not bring visitors: people from outside the fellowship of Cocaine Anonymous, or C.A. members not on the panel.
7. Do not bring anything in or take anything out. This includes written or verbal messages for an inmate or patient.
8. If a facility (treatment centers, hospitals) allows exchange of phone numbers do so at your own discretion.
9. Do not promise anyone that reside at the facility jobs or aid of any kind.
10. Dress appropriately and remember that you are a reflection of C.A.
11. Make sure that you are properly cleared to attend a correctional institution meeting. If you have outstanding warrants, or are on parole or probation, they may keep you.
12. **Show up.** Having a meeting “go dark” is worse than not having a meeting there at all. There is nothing that makes C.A. look as bad as nobody showing up to do a meeting. We have been invited to hold these panel meetings by the facilities - it is a privilege. C.A. as a whole looks bad when no one shows up.

# WE CAN RECOVER

Welcome to Cocaine Anonymous. We are all here for the same reason – our inability to stop using cocaine and all other mind– altering substances. The first step towards solving any problem is admitting that there *is* a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of cocaine and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there *is* a solution, and that recovery *is* possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the twelve steps of Cocaine Anonymous, is the means by which we move from the problem of drug addiction to the solution of recovery.

1. We admitted that we were powerless over cocaine and all other mind-altering substances- 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 people 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 the 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 addicts and to practice these principles in all our affairs.

Cocaine Anonymous is a spiritual program, not a religious one. In C.A. we believe each individual can choose a Higher Power of his or her own. In short, a God of his or her own understanding.

No one comes to Cocaine Anonymous to find God. We came into these rooms to get rid of a terrifying drug habit. Look around this room. You are surrounded by people who came as a last resort. We came into these rooms emotionally, financially, and spiritually bankrupt. We have experienced all sorts of tragedies as a result of cocaine, drugs, and/or alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror, and pain of addiction. Maybe some of us were worse off than you; maybe some of us didn't hit as low a bottom as you. Still the fact remains that, those of us who are recovering have come to believe that a Higher Power of our own understanding can restore us to sanity.

There is a solution; we can recover from addiction. One day at a time, it is possible to live a life filled with hope, faith, and courage.

## **“We're Here and We're Free”™**

C.A. World Service Conference-Approved Literature Cocaine Anonymous World Services, Inc.  
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The 12 Steps are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Steps and Traditions in connection with programs and activities which are patterned after A.A. but which address other problems 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 the 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.

## Who is a Cocaine Addict?

Some of us can answer without hesitation, "I am." Others aren't so sure. Cocaine Anonymous believes that no one can decide for another whether he or she is addicted. One thing is sure, though: every single one of us has denied being an addict. For months, for years, we who now freely admit that we are cocaine addicts thought that we could control cocaine when in fact it was controlling us.

"I only use on weekends," or

"It hardly ever interferes with work," or

"I can quit, it's only psychologically addicting, right?" or "I only snort, I don't base or shoot," or

"It's this relationship that's messing me up."

Many of us are still perplexed to realize how long we went on, never getting the same high we got at the beginning, yet still insisting, and believing — so distorted was our reality — that we were getting from cocaine what actually always eluded us.

We went to any lengths to get away from being just ourselves. The lines got fatter; the grams went faster — the week's stash was all used up today. We found ourselves scraping envelopes and baggies with razor blades, scratching the last flakes from the corners of brown bottles, snorting, or smoking any white speck from the floor when we ran out. We who prided ourselves on our fine-tuned state of mind! Nothing mattered more to us than the straw, the pipe, the needle. Even if it made us feel miserable, we had to have it.

Some of us mixed cocaine with alcohol or pills, and found temporary relief in the change, but in the end, it only compounded our problems. We tried quitting by ourselves, finally, and managed to do so for periods of time. After a month we imagined we were in control. We thought our system was cleaned out and we could get the old high again using half as much. This time, we'd be careful not to go overboard. But we only found ourselves back where we were before, and worse.

We never left the house without using first. We didn't make love without using. We didn't talk on the phone without coke. We couldn't fall asleep, sometimes it seemed we couldn't even breathe without cocaine. We tried changing jobs, apartments, cities, lovers-believing that our lives were being screwed up by circumstances, places, people. Perhaps we saw a cocaine friend die of respiratory arrest, and still we went on using! But eventually we had to face facts. We had to admit that cocaine was a serious problem in our lives, that we were addicts.

Cocaine Anonymous Hospitals and Institutions Committee

**"We're Here and We're Free"™**

C.A. World Service Conference-Approved Literature Cocaine Anonymous World Services, Inc.

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## WHO IS A C.A. MEMBER?

While the name “Cocaine Anonymous” may sound drug-specific, we wish to assure you that our program is not. Many of our members did a lot of cocaine; others used only a little, and some never even tried coke. We have members who drank only on occasion, those who casually referred to themselves as drunks, and others who were full-blown alcoholics. Lots of us used a wide variety of mind-altering substances. Whether we focused on a specific substance or used whatever we could get our hands on, we had one thing in common: eventually we all reached a point where we could not stop.

According to C.A.’s Third Tradition, the only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. ***Whatever you may have been using, if it led you to this meeting, you’re probably in the right place.*** Over time, virtually every single one of us has realized that our real problem is not cocaine or any specific drug; it is the disease of addiction.

It can be tempting to focus on our differences rather than our similarities, but this can blind us to potential sources of support in our recovery. As we hear other members’ stories, the most important question to ask ourselves is not, “Would I have partied with these people?” but rather, “Do these people have a solution that can help me stay sober?” We encourage you to stick around and listen with an open mind.

With its all-inclusive Third Tradition and First Step, Cocaine Anonymous welcomes anyone with a drug or alcohol problem and offers a solution. C.A.’s Twelve Steps are not drug-specific, and Cocaine Anonymous is not a drug-specific Fellowship. It doesn’t matter to us if you drank or what type of drugs you used; if you have a desire to stop, you are welcome here!

Cocaine Anonymous Hospitals and Institutions Committee

“We’re Here and We’re Free”™

C.A. World Service Conference-Approved Literature  
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## The Promises

If we are painstaking about this phase of our development, we will be amazed before we are halfway through.

We are going to know a new freedom and a new happiness.

We will not regret the past nor wish to shut the door on it.

We will comprehend the word serenity and we will know peace.

No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear.

We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away.

Our whole attitude and outlook upon life will change. Fear of people and economic insecurity will leave us.

We will intuitively know how to handle situations which used to baffle us.

We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant Promises? We think not. They are being fulfilled among us - sometimes quickly, sometimes slowly. They will always materialize if we work for them.

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Cocaine Anonymous Hospitals and Institutions Committee

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## A Vision for You

Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come if your own house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.

Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny.

May God bless you and keep you—until then.

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Cocaine Anonymous Hospitals and Institutions Committee

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## Reaching Out

I made it into this Program because someone else worked their Twelfth Step on me. Someone passed it on to me. Someone was out there after they got clean and sober, caring about others. I need to never, ever forget that. Had they simply gone on with their lives and forgotten about people like me who were still using and suffering, I wouldn't be here today. My gratitude begins with that fact. It is with gratitude in mind that I reach out to others, especially the newcomers. I need to have them in my life. That is where my spirituality begins.

For me, spirituality comes from caring about others. I have found that the more I focus on improving the quality of the lives of others, the less I am into myself and my will. I feel a freedom and peace from within. The gifts I am beginning to receive in my life are greater than I could have ever imagined.

Something else I have done is that I have forgiven myself. I have forgiven myself for being an addict. I have forgiven myself for all the damage I did to my life, to my physical health, and to my career and finances. But most of all, I have forgiven myself for all of the: horrible, negative and unloving things I have felt about myself. It was not until I offered and accepted my own forgiveness; that I was truly able to grow in my sobriety.

Excerpted from Page 127 of Hope, Faith & Courage, Stories from the Fellowship of Cocaine Anonymous.

**"We're Here and We're Free"™**

C.A. World Service Conference-Approved Literature Cocaine Anonymous World Services, Inc.  
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## **ALCOHOL**

Alcohol is a mind-altering substance in liquid form.

Many people don't realize that it is no different from cocaine or other drugs in its ability to lead to addiction.

One drink is never enough, just as one hit, fix, pill, or snort is never enough.

We are masters at combining and substituting one drug for another to get high.

Many of us never felt that alcohol was part of our problem.

However, take away the drug of choice, substitute another, and eventually it becomes a problem drug.

Taken from the pamphlet '...And All Other Mind-Altering Substances' Approved Literature  
Cocaine Anonymous World Services Inc.  
Copyright 1992

**San Fernando Valley Cocaine Anonymous  
Hospitals & Institutions Business Meeting Format**

**THE FOLLOWING TO BE READ BY THE DIRECTOR**

Will the business meeting please come to order? Please silence your phones and join me in the Serenity Prayer.

Welcome everyone in the room and on Zoom to the Hospitals & Institutions Board meeting of San Fernando Cocaine Anonymous. My name is \_\_\_\_\_ and I am an addict, and the Director of the Hospitals & Institutions Board. Are there any other addicts present? Welcome

Is there anyone here for their first CA H&I meeting? If so, will you please stand and introduce yourself? Welcome! Please be sure to join us for orientation during the break.

The sole purpose of this board is to carry the message of Cocaine Anonymous to those confined voluntarily or involuntarily in hospitals or institutions. This board operates under the 12 traditions of Cocaine Anonymous and the CA World Service H&I Guidelines in all its affairs. If you have any questions, please direct them to someone during the break. We would appreciate it if all panels are filled at this meeting as this is why we are here. Also, please fill out and return your literature request form to the Literature Chair before the break.

**Do not leave at the break as we will be filling speaker positions when we return from break.**

Tonight I have asked \_\_\_\_\_ to read "We Can Recover" for us.

And I have asked \_\_\_\_\_ to read "Who Is A Cocaine Addict" or "Who is a CA Member"

And I have asked \_\_\_\_\_ to read the "12 Traditions" (Pass the basket during reading)

Has anyone had a Birthday since the last H&I meeting? Will you please stand and tell us how many years you are celebrating?

May I have a Secretaries Report? Any amendments to the minutes as read? May I have a motion to accept minutes as read (or amended)? *Call for a vote.*

May I have an Assistant Directors Report?

**THE FOLLOWING TO BE READ BY THE ASSISTANT DIRECTOR**

My name is \_\_\_\_\_ and I'm an addict and your Assistant Director. Call roll for all members.

May I have the H&I Liaison report?

May I have a Literature report?

May I have a Treasurers report?

May I have a Newsletter report?

I would now like to turn the meeting back over to the Director.

**TO BE READ BY THE DIRECTOR**

May I have a Jail Clearance report?

May I have a Panel Board Chair report?

**THE FOLLOWING IS TO BE READ BY THE PANEL BOARD CHAIRPERSON:**

My name is \_\_\_\_\_ and I'm an addict, and the Panel Board Chair.

Tonight I have asked \_\_\_\_\_ to share their H&I experience.

We have the following panels open: \_\_\_\_\_

**THE FOLLOWING IS TO BE READ BY THE DIRECTOR:**

**Are there any new panels to be presented?**

In a moment we will be taking a short break. During which time we will conduct an orientation for those new to H&I service or those wishing to have a refresher, as well as filling panel leader positions. We will fill panel speaker positions when we return from the break. Before you leave tonight, please be sure to have the contact information of those associated with your panel.

If you are planning to smoke during the break, please do so in the designated area. Break time!

Will the meeting please come back to order? Please join me in the Serenity Prayer.

Are there any unfilled Panel Leader positions?

If you are a new panel leader, please do not leave without getting a Panel Format Handbook, literature, panel leader information sheet, which included your Panel Chairperson contact information, and that you have the link to **Airtable (link is available on SFVCA.org H&I page)** which is our online SFVCA H&I Speaker List.

Are there any Panel Leaders who need speakers?

*Fill Speaker positions.*

Did anyone come for a panel or a speaker position and not get one?

Is there any Old Business?

Is there any New Business?

Are there any Announcements?

Let's thank all the people who helped set up the meeting. Thank you for helping clean up the wreckage of your presence.

The next scheduled H&I Business Meeting is \_\_\_\_\_. The next H&I Board meeting is \_\_\_\_\_. Remember, you may be the only example of Cocaine Anonymous a Patient or Inmate ever sees, so please be the best example you can be. In closing, I would like to ask \_\_\_\_\_ to read A Vision for You or Reaching out, and lead us out in the Lord's Prayer.



## **San Fernando Valley Cocaine Anonymous Hospitals & Institutions Board Meeting Format**

### **THE FOLLOWING TO BE READ BY THE DIRECTOR**

Will the board meeting please come to order? Please silence your phones and join me in the Serenity Prayer.

Welcome to the Hospitals & Institutions Board meeting of San Fernando Cocaine Anonymous. My name is \_\_\_\_\_ and I am an addict, and the director the Hospitals & Institutions Board. Are there any other addicts present? Welcome

The sole purpose of this board is to carry the message of Cocaine Anonymous to those confined voluntarily or involuntarily in hospitals or institutions. This board operates under the 12 traditions of Cocaine Anonymous and the CA World Service H&I Guidelines in all its affairs.

Tonight I have asked \_\_\_\_\_ to read "We Can Recover" for us.

And I have asked \_\_\_\_\_ to read the "12 Traditions" (Pass the basket during reading)

Has anyone had a Birthday since the last H&I meeting? Will you please stand and tell us how many years you are celebrating?

May I have a Secretaries Report? Any amendments to the minutes as read? May I have a motion to accept minutes as read (or amended)? *Call for a vote.*

May I have an Assistant Directors Report?

### **THE FOLLOWING TO BE READ BY THE ASSISTANT DIRECTOR**

My name is \_\_\_\_\_ and I'm an addict and your Assistant Director. Call roll for all members.

May I have the H&I Liaison report?

May I have a Literature report?

May I have a Treasurers report?

May I have a Newsletter report?

I would now like to turn the meeting back over to the Director.

**TO BE READ BY THE DIRECTOR**

May I have a Jail Clearance report?

May I have a Panel Board Chair report?

Is there any Old Business?

Is there any New Business?

Are there any Announcements?

Let's thank all the people who helped set up the meeting. Thank you for helping clean up the wreckage of your presence.

The next scheduled H&I Business Meeting is \_\_\_\_\_. The next H&I Board meeting is \_\_\_\_\_. Remember, you may be the only example of Cocaine Anonymous a Patient or Inmate ever sees, so please be the best example you can be. In closing, I would like to ask \_\_\_\_\_ to read A Vision for You or Reaching out, and lead us out in the Lord's Prayer.

## Literature Request Form

Name:(Please Print)\_\_\_\_\_

Panel #1\_\_\_\_\_

Panel #2\_\_\_\_\_

Week/Day\_\_\_\_\_

Week/Day\_\_\_\_\_

2 Choices per Panel:

Big Book: \_\_\_\_\_

Pocket Big Book x2: \_\_\_\_\_

Hope Faith and Courage: \_\_\_\_\_

Soft (IP) Literature: \_\_\_\_\_

### SFVCA HOSPITALS AND INSTITUTIONS

#### NEW PANEL LEADER INFO SHEET

**DATE:** \_\_\_\_\_

**FACILITY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**MEETING DAY AND TIME ):** \_\_\_\_\_

**FACILITY REQUIREMENTS (If Any):** \_\_\_\_\_

**PANEL LEADER NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**PANEL CHAIRPERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SFVCA HOSPITALS AND INSTITUTIONS  
NEW PANEL INFO SHEET**

**DATE:** \_\_\_\_\_

**Required Info:**

**FACILITY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT NAME AND TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**Additional Info:**

**MEETING DAY AND TIME (If known):** \_\_\_\_\_

**FACILITY REQUIREMENTS (If Any):** \_\_\_\_\_

**PANEL START DATE (If known):** \_\_\_\_\_

**PANEL CHAIRPERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**REFERRED BY:** \_\_\_\_\_

**NOTES:**

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**APPROVED DATE:** \_\_\_\_\_

**San Fernando Valley Cocaine Anonymous Hospital and Institutions**

*Speaker confirmation*

You are confirmed as a speaker for the following panel:

**Facility Name:** \_\_\_\_\_

**Day:** \_\_\_\_\_      **Time:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Panel Leader:** \_\_\_\_\_      **Cell Phone #** \_\_\_\_\_

\*If you have any questions prior to the panel please contact the leader at the number provided.

## **SERVICE POSITIONS FOR LARGE AREAS:**

### **ASSISTANT TREASURER**

SUGGESTED SOBRIETY: 9 months continuous  
CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months  
TERM OF COMMITMENT: 2 Years: 1 as assistant and 1 as Treasurer  
POSITION FILLED: Election  
RESTRICTION/MISC.: N/A  
DUTIES AND RESPONSIBILITIES:  
1. Act as Treasurer in his/her absence

### **ASSISTANT LITERATURE PERSON**

SUGGESTED SOBRIETY: 6 months continuous  
SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months  
SUGGSTED TERM OF COMMITMENT: 2 Years: 1 year as assistant 1 year as Literature Person  
POSITION FILLED: Election  
RESTRICTION/MISC.: N/A  
DUTIES AND RESPONSIBILITIES:  
1. Aids Literature Person in duties and acts in his/her stead when necessary.

### **ASSISTANT PANEL BOARD CHAIRPERSON**

SUGGESTED SOBRIETY: 18 months  
SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION  
6 months  
TERM OF COMMITMENT: 2 Years: 1 year as assistant and 1 year as Panel Board Chairperson  
POSITION FILLED: Election  
RESTRICTION/MISC.: N/A  
DUTIES AND RESPONSIBILITIES:  
1. Perform such duties as may be assigned by the Panel Board Chairperson  
2. Act for the Panel Board Chairperson in his/her absence; and  
3. Serve as alternate Orientation Leader.

## **NEWSLETTER EDITOR (IF NOT HANDELED BY AREA)**

SUGGESTED SOBRIETY: 1 year continuous

SUGGESTED CONTINUS COMMITTEE SERVICE PRIOR TO POSITION:  
6 months

TERM OF COMMITMENT: 1year

POSITION FILLED: Appointed

RESTRICTION/MISC.: May serve indefinitely

DUTIES AND RESPONSIBILITIES:

1. Publish the Committee Newsletter monthly;
2. Publish monthly financial reports;
3. Solicit articles pertinent to Hospitals and Institutional service;
4. Assure that the Newsletter is not used as a vehicle to serve an individual's gripes or advertisements, and protects the anonymity of ALL members; i.e., phone numbers, last names, etc.
5. Appoint Assistant Newsletter Editor, with the approval of the Director; and
6. Appoint and supervise necessary editorial and executive staff.

## **ASSISTANT NEWSLETTER EDITOR**

SOBRIETY: 9 months continuous

CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 6 month minimum

POSITION FILLED: Appointed by Newsletter Editor

RESTRICTION/MISC.: May serve indefinitely

DUTIES AND RESPONSIBILITIES:

1. Aids the Newsletter Editor in his/her duties and acts in his/her stead when necessary.

## **GENERAL SERVICE REPRESENTATIVE (GSR)**

SOBRIETY: 6 months

CONTINUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 1 year

POSITION FILLED: Election

RESTRICTION/MISC.: Represents the Committee at meetings of the General Service Organization

DUTIES AND RESPONSIBILITIES:

1. Attend and report pertinent Committee information to the General Service Organization and share pertinent institutional experience which may be of value to C.A. as a whole;
2. Attend and report any pertinent information and experience shared at the General Service Organization meeting to the Committee meeting and Officers' Meeting.

## **MEETINGS**

### **1. COMMITTEE MEETINGS**

Regular membership business meetings will be held once monthly. Special and/or emergency meetings may be called by the Director. All regular business meetings will be presided over by the Director, or in Director's absence, by the Assistant Director.

### **2. ORIENTATION MEETINGS**

Regular orientation meetings will be held once monthly. The orientation meeting is designed to impart any information about the Committee, its primary purpose, its guidelines to prospective members, participants or other interested parties. The Orientation Leader will be the Panel Board Chair or appointed by the Director.

## **COMMITTEE ELECTIONS**

### **RE-ENTRY TO THE BOARD**

Officers may not exceed two (2) successive one-year terms in the same Board position. An Officer must be eligible to serve a fully elected one-year term. An officer may volunteer to be elected for a second term; upon serving two (2) successive terms officers may not reenter the same Board position until one year has elapsed from their end date of service.



Opening nominations for Director, Asst. Director, Secretary, Treasurer, Literature Person, Panel Board Chairperson, will be held at the October Committee Business Meeting. Closing nominations and elections will be held at the November Committee Business Meeting. The newly elected personnel will take office the following January. A regular election will be held unless there are more than two candidates for a position, in which case there will be a runoff election between the two candidates receiving the most votes.

#### VOTING REQUIREMENTS AND ELIGIBILITY FOR COMMITTEE ELECTIONS

Any member of the Cocaine Anonymous H & I committee, during all elections, has one, and only one, vote.

#### VOTING ELIGIBILITY AND REQUIREMENTS FOR VOTING ON BUSINESS AND POLICY

QUORUM – That number of voting members necessary to conduct business at Officers Meetings.

VOTING MEMBER – Any officer except Director, unless acting as a tie-breaker.

OFFICER – Director, Assistant Director, Panel Board Chairperson, Treasurer, Literature Person, Secretary. Larger areas would include General Service Representative, Newsletter Person, Assistant Treasurer, Assistant Panel Board Chair. Note: No Officer may hold more than one Officer's Position at the same time.

QUORUM FOR OFFICERS MEETING – 4 voting members

#### MEETING ATTENDANCE BY OFFICERS

GROUNDS FOR A REQUEST FOR RESIGNATION OF H & I OFFICERS: 2 or more meetings missed per quarter by an officer or area supervisor at required meetings. Please: No leaves of absence as they hamper the spirit of service of H & I as a whole.

## **WORLD SERVICE H&I SUGGESTED GUIDELINES**

Please refer to the CA World Service Conference Hospitals and Institutions Committee Suggested Guidelines and Information 2023 Edition for additional information and guidance.

### **RELEVANT LINKS FOR H&I BUSINESS:**

H&I Google Drive: The purpose of the Google Drive is to house pertinent information and create an ease of transfer each year to subsequent elected board members. Each Board member has access to the Google Drive and will share with the link after elections are held.

Airtable: **[SFVCA.ORG/HOSPITAL AND INSTITUTIONS/PANEL SPEAKER LIST FORM](https://sfvca.org/hospital-and-institutions/panel-speaker-list-form)**  
The link above is to sign up as a panel speaker. The Panel Board Chair will provide each Panel Leader with the link to access the Airtable speaker list during orientation.