

Officers and Delegation

Chair:	vacant		Secretary:	Roseann R	X
Vice Chair:	Ken K.	X	Delegate:	<i>vacant</i>	
Treasurer:	Andrea L.	A	Alternate Delegate:	Trudi C	X

Subcommittee Chairs

Subcommittee	Chair		Visitors	Home Group	
Narateen	Ken K.	X			
Website	Debbie S.	X			
Narathon	Joel	X			
Finance	Trudi C.-interim	X			
Outreach	<i>vacant</i>				
Area Service Reps	Chair		Service Positions		
			Data Entry	Jennifer L.	A
			Zoom Host		
			Take Back to Meeting	Susan S.	A

So Cal Regional Elections – October 2025

All members of the Southern California Region are invited. **Voting in a Regional Assembly is done by the GSR, Alternate GSR, or Substitute.** These positions are elected by your group conscience. Other members may speak when recognized by the chair.

Open meeting with Serenity Prayer at: 9:08 a.m.

Recording and Procedure:

- Poll those present. Do we have permission to record this call for those who are not able to attend?
- If approved, then enable call recording (*91)
- Everyone - please silence your cell phones during the meeting.
- Ensure there is a host/co-host for this meeting.
- Please remain muted. Raise your hand virtually to speak and wait for the host to call on you.
- Ensure there is a secretary for this meeting
- **Read the Traditions - DEBBIE -Northridge**
- **Read Concepts of Service - LEAH - Lakewood**
- Roll Call

Minutes

Southern California Regional Assembly

July 13, 2024 9:00 a.m. PDT

- **During Roll Call I will announce the role or meeting name, please respond with your first name, last initial and position. Each Group has only (1) vote - by GSR, Alternate GSR or Substitute.**
- Are there any members here today attending for the first time in 2024? Please announce your name, your position & your group.
- Officers, delegates, subcommittee chairs
- Are there any visitors here today? If so, what is your name and home group? (record above)

{As of July, 2024 *Registered groups - 13-Quorum =7 }

Southern California Region 2023		33 Groups in the Region	
Active/Registered This Year: __ In Attendance: 20 Quorum: 8 (50% + 1)			
Los Angeles (8 groups)		San Diego Area (3 groups)	
*Northridge – Wed- Debbie	X	Julian - Tues	A
Culver City - Wed	A	Escondido - Thur	A
*Lakewood – Fri - Leah	X	La Mesa/San Diego –	A
*Long Beach – Mon - Lisa Marie	X		
*San Gabriel – Thur- Shannone	X	Spanish Meetings (8 groups)	A
Torrance – Sat-	A	Buena Park - Tue, Thurs.	A
Torrance - Thur	A	*Downey – Mon, Tues- Leticia	X
*Torrance A- Mon		Moreno Valley- M & F in person & V	X
		*Paramount - Mon Domita	X
		Pico Rivera - Mon-Fri-	A
North/Northwest (2 groups)		San Diego – Sun, Wed-	A
Santa Clarita- Tues	A	Santa Ana E17 - M, T, Th	A
Thousand Oaks- Thur	A	Santa Ana W17 - M, W, Th	A
21			

Orange County (5 groups)					
*Brea/Fullerton – Wed - Jeff	X		Inland Empire Area (7 Groups)		
*Fountain Valley - Thur- Susan T	X		*Barstow - Sun	A	
*Mission Viejo – Sun- Dottie Alt	X		Claremont - Mon	A	
*San Juan Capistrano-Sat	X		*Hesperia - Thurs Jennifer	X	
Costa Mesa - Monday					
			Ontario - Thur	A	
			Temecula - Mon - V	A	
Group changes since prior Assembly:			Virtual Step Study - Thur - V	A	
			IE Virtual - Wed – V- Elsa	X	
			V= Permanent Virtual meeting		
			*=Active this year		
Removed:			(Note – added *)		
12 Add:					

- I. **Minutes** of April 13, 2024
Stand as Read

- II. **Old Business**
 - A. Convention updates -see Sub Committee reports

- III. **New Business**

- III. **Sub Committee Reports**
 - A. **Finance:** Trudi

Budget shared; zoom renewal \$150; \$1500 to WSO. Still have a shortfall. Out of 30+ registered groups, only 10 actually participate in the 7th tradition. GSRs are encouraged to take back to group meetings the need to participate.

B. **Literature:** Electronic literature available. (attached). Just a reminder that Fellowship Review is important if you want your voice to be heard. All writings are done by our members, so anyone can submit a writing. Need to have more to include in future literature. The 4th step Workbook has been approved at the last conference. Check the website for availability.

C. **Narateen:** Ken

Ken shared the new CAN guidelines,(attached) which were finalized at the CAN meeting on Sunday, June 23, 2024 These are sent for the (3) California regions to approve. They will then be submitted to the World Service Narateen Committee as a replacement for the previous Narateen Guidelines to the Region. Ken shared the Guidelines from the CAN Roundtable presentation and gave an overview of AB 506, the new CA regulations governing adults volunteering with youth. Also, looking to add writings to the Narateen literature. It was also mentioned that it would be nice to have a form to report problems so we know what is needed. Usually there are no addresses given for the teens so we would only have names if needed.

Dottie proposed to accept the new CAN guidelines with the suggested changes: CAN be added to the Narateen vision statement, and a note regarding the title of the WS Narateen Handbook, which is waiting approval after fellowship review- See Below. Jeff seconded.

D. **Narathon:** Joel - Trudi said the room will be available to look at Sunday mornings from noon to 1:00 p.m. for anyone who is interested.

1. Committee responsibilities:

a) Speakers: Dottie - we have 4 speakers

b) Flier/Program: Trudi- the previous draft that was submitted needs to be redone. Antonio joined the meeting halfway through and said he would have a flier ready in a couple of days. However, the consensus was that Ken will work on a new flier.

c) Registration: Marilyn & Group

d) Raffles/Tickets: Lisa Marie

e) Greeters: Marilyn & Group

f) Kitchen/Food/Tables/Water: Andie/Dottie. The kitchen has a large counter to serve everyone. No need to put up tables for food.

g) Baskets for raffle: Roseann. We have 14 baskets donated so far. If your group has not donated yet, please take it back to your group.

- h) Paper supplies/Utensils: Roseann (\$ leftover from disbanded Moreno Valley group) Any money left over after purchasing the supplies will be donated to the Region.
- l) Literature table: Ken - requested \$150 to purchase literature to sell. There is money in the Narathon budget. He will prepare a list to purchase
- j) Recording: Val -need to come in a couple of days early to set up.
- k) Clean Up: Jeff - will need to bring large black trash bags.
- h) Host - Tom

Leah said that she would like to donate material to a newcomer who might come to the convention (a SESH book, raffle ticket, brochures) The Narathon committee will discuss.

E. Outreach:

- 1) **Greater East Los Angeles Area NA Convention** May 3, 4, 5 2024, NA Fri, Sat, Sun. RECAP FROM SHANNON- San Gabriel group.

The convention went well. The candy bowl was a hit. Thank you for your suggestion. Our table was in a good location, near where the main meeting was and also the banquet. We gave a few pamphlets and got lots of questions about registration. Shannon said the meeting we hosted went well. We led it as we do our regular meeting and had about 20 people participating. It was nice for people who never knew about Nar-anon to hear about the program for families. Also, there were a few individuals who knew about our program and were intimidated to go to a meeting, and they had the opportunity to go to one. I hope more local outreach opportunities come in the future.

- 2) **Inland Region Convention in Palm Desert.** June 14-15. RECAP FROM ROXANNE

- a. IE Virtual, Hesperia, Fullerton & Roseann (former Moreno Valley meeting) cover shifts over the 2 day outreach event. We had a table with literature and received very positive feedback about our attendance at the function.
- b. Hosted a Nar-Anon meeting on Friday and Saturday. Roxanne held the one on Friday which had 8 people in attendance and collected \$15 in 7th tradition that was turned into our group. Unfortunately the Saturday meeting ended up not happening. Only one person showed and ended up leaving. In reviewing we feel it was because our meeting was scheduled at the same time at the "main" NA speaker meeting. I met with our NA contact, Wendy, post-event and gave her the

feedback about the lack of participation on Saturday and requested that they schedule our meeting 90 minutes prior to the "main" NA speaker meeting going forward.

c. Wendy also asked if we would be interested in providing a speaker for one of their time slots. Any names for consideration?

3) So. Calif. Regional Convention 45 - NA Ontario CA, October 11-13, 2024. Have not had good outcomes in the past. But if any group wants to host a table, let us know. **Jennifer S** from Hesperia will take back to her meeting to about hosting a table and **Dottie** from Mission Viejo said she would research also.

4) Garden Grove Recovery Rally, The Purpose of Recovery, August 24, 2024. Location: Elks Garden Grove, 1151 Trask Ave. Garden Grove, CA. The Fountain Valley group will have a Nar-Anon table. Requesting \$100 for supplies, outreach fee. **Trudi said the Fountain Valley** group voted to handle this expense.

5) **Ken explained** the duties of an Outreach chair and the need for members in service to have a service sponsor. Need someone to coordinate Outreach events this year. This would involve learning about NA conventions or other opportunities for outreach and contacting the group nearest the event to see if they could attend. There is an opportunity to attend the WS Outreach committee on Zoom to get and share ideas for outreach. Any other outreach ideas for the region would be welcome.

F **Website:** Debbie

Send any updates, changes, additions to her for the website with specific information.

We need to reach out to non-participating groups. Debbie will write up an email and Roseann will send out.

IV. Delegate/Alternate Delegate Reports

A. Trudi

WSO 2025; She reminded the Assembly that We are Naranon, we if we do not participate, we won't have an organization. Nar-Anon is \$, Ideas, and people. We need all (3) in order to grow. We have a Priority List that the fellowship asked for - we don't have writings on all those topics in order to develop literature. Submit writings so we have new material to publish. We don't have money if groups and regions are holding their donations.

INTERIM WORLD SERVICE CONFERENCE (IWSC) - 2024

This report is from my perspective and the conclusions were what I observed. The minutes of the 2024 IWSC along with other reference materials are located on the World Service website under Members – Conferences.

The Interim World Service Conference was developed to have conversations as two-way communication, to discuss what are being called Common Welfare Topics. The topics picked were- Financial, Legal Entities and World Service Conference. Specific questions asked under these topics are listed on the website.

Some takeaways - A member searched the internet and found that NFGH, Inc. was listed as delinquent because a form had not been received by the Department of Justice, Ca. The form had already been re-sent. The delinquency was relayed to members of the WhatsApp group, before the conference, and rumors were spread throughout the fellowship that WSO (World Service Office) was not taking care of their responsibilities.

Members were discussing making motions for regions which is not the responsibility of the Conference. Legal questions presented were based on international countries or states where different laws apply and had little bearing on the IWSC (Interim World Service Conference) or WSO (World Service Office).

There were (4) Ad-hoc committees formed at the 2023 World Service Conference (WSC). Reports were prepared and presented at the IWSC: Best Practices; Social Media; Electronic Literature; Conference (with no cost).

Presented – Report on Best Practices

The general feeling of many delegates was that this report was going to give us a “magic answer” on how to receive more money to support our fellowship. After researching (4) other 12-step fellowships, it was found that income from other fellowships was 70% donations and 30% literature sales. Nar-Anon currently is operating on 40% donations. All other 12-step fellowships have a similar business model. We cannot accept funds from outside organizations.

Nar-Anon is currently in the red and needs our members, groups, areas, regions and NSO's to remember that we are self-supporting. Some groups, areas, regions & NSO's are currently holding funds until we are in the black. Someone please tell me how that helps. It was reported that if each member (based on a very small margin) were able to donate \$1.50 more each month, our fellowship would become solvent. There are approximately 75 regions in the world. Currently our region is very generous with our donations to WSO. This however is based on approximately 5 or 6 groups that donate to the SoCal region. Hopefully the rest of the groups are donating directly to WSO?

It was brought up that many international regions (which are 11% of our income) do not have any money. They discussed they would have fundraisers and sell merchandise. I will assume their members will pay for cookies and cakes and coffee cups but have no \$ to donate. This I presented as a comment at the conference.

The Conference committee report showed that we cannot have a free conference.

There were members trying to write motions for regions, bringing up information they found on the internet or rumors. Members trying to tell others how and when to transfer service positions.

The conference operates on Robert's Rules with a parliamentarian. A few members are starting a process to eliminate Robert's Rules and the parliamentarian citing the fact that we (delegates) are informed enough now to proceed with decision/spiritual/knowledge based voting. I would not agree with that statement. As the membership is currently divided, with many members wanting to change the fellowship, the parliamentarian would be a neutral voice at the conference, and has experience with 12-step fellowships, bylaws and California law. Delegates serve at only (2) conferences which has historically been time to only figure out what a conference is all about. If they get a chance to be an alternate first, they would attend (4) conferences. Some are only willing to speak or share their thoughts after that last term. Some only listen, do not share at all but seem persuaded by aggressive voices without understanding the consequences.

I cannot express the importance of all Nar-Anon members being aware of what is happening beyond the group level at the World Service Conferences. There are members wanting to change our program significantly. Since we have had difficulty filling service positions, I am concerned that many members do not want to be concerned with what is being voted on at our World Service Conferences. We need trusted servants to carry on and represent our region and our members at these conferences. These are extremely important decisions that are being made for our fellowship. We need trusted servants who are aware of the principles of the program, the GLS (Guide to Local Services) and GWS (Guide to World Services), policies and guidelines and the consequences of motions.

Nar-Anon was meant to change me, I was not meant to change Nar-Anon.

The IWSC is set up to approve CAT and CAL literature when available.

CAT material – Pamphlet presented to give guidelines on Students and Treatment Professionals visiting our meetings. This pamphlet was written by a member wishing to

have guidelines on the topic. Some meetings have visitors of this type. The pamphlet (unfortunately) was not approved because one member said her region did not want Students or Professionals visiting their meetings. No regard was given to members who did have such visitors and needed guidelines. For some reason they did not care if others needed it as long as they did not. Enough delegates listened to them and the pamphlet was not approved. How does this further our fellowship, what about those who do have students or professionals visit their meetings? I felt this was a low point in the IWSC

CAT material – Pamphlet Suggestions on Starting a Virtual Group was passed.

CAL material - The first sections of the Fourth Step Workbook and Tradition Four of the Nar-Anon 36 were presented for approval and passed

All World Service Committees gave a presentation and answered questions about their committees.

A presentation and video of the World Service Office - A video trip through the WS office if you have not been there!

I have a more in depth report on the IWSC if you are interested in reading more. I have tried to keep this short and condensed. Also you may look on the WS website under Members – Conferences where the minutes, agendas and other pertinent information is posted.

If you have any questions or would like to learn more about helping our fellowship become self-supporting, please contact me

Socalaltdelegate@socal.com or at our region email socalregion@nar-anon.org.

Thank you for letting me serve, Trudi C. Alt delegate

V. Open Discussion

A.

VI. Agenda Building

A. Narathon debrief

B. Anyone interested in being a speaker for the next NA convention? We didn't get to discuss this topic, we did discuss at the RSC.

C. Jen noted she was thankful to be here, interested in getting Ontario involved.

D. A member asked if there will be a Take Bake to Meeting Report - yes.

VII. Upcoming Meetings or events

- A. 2024 - All Assembly Dates -Saturday mornings - 9:00 a.m.
 - i. 1/13/24, 4/13/24, 7/13/24 & 10/12/24* date change due to Yom Kippur.
 - ii. 2023-2024 - All Regional Service Committee (RSC) Meeting Dates - Saturday mornings **9:00 a.m.** - 12/18/23, 3/30/24, 6/29/24, 9/28/24 & 12/TBD
2. **Motion to close:** motion to close meeting at **10:49**; Leah motioned; passed unanimously.
3. **Closing** – Meeting adjourned with serenity prayer.

To Join ALL Regional Meetings:

Join Zoom Meeting (click link)

<https://us02web.zoom.us/j/5606110072?pwd=Y1htWncrLzFPUXBBWVM1QU1YaW1Edz09>

Meeting ID: 560 611 0072 Passcode: 374596812

Dial in by phone: +1 669 900 6833 US (San Jose)

One tap mobile +16699006833,,5606110072#,,,,,0#,,374596812# US (San Jose)

Attachments: (copy and paste if link does not open)

- **GSR Alt GSR Assembly Registration Forms:** All GSR's to complete for January Assembly or 1st Assembly attended yearly. This ensures we have the most current info.
<https://drive.google.com/file/d/1xCAURa98QDQ4L-npCd5hOwVkrA0gXyEY/view?usp=sharing>
- **Regional Assembly Sign In Form:** https://e8c97c56-bf99-43f2-b326-17d331d547df.filesusr.com/ugd/926a6a_a08e5a247e1745bba55fee9ee3d8e3ba.pdf
- **Leadership information form:**
<https://drive.google.com/file/d/1vCf2NbG985CjBEaJ7LdWlvE5uJzUmU83/view>
- **Previous Assembly Minutes:**
- **Financial Statement:**
<https://docs.google.com/spreadsheets/d/1sUjn0Qm3CSXXej7m0AfOHiyQNoSUhJyN/edit?usp=sharing&oid=101809344431613797520&rtpof=true&sd=true>

- Nar-Anon instagram (www.instagram.com/naranonfgh/)

CALIFORNIA NARATEEN (CAN) GUIDELINES

APPROVED by the Central CA Regional Assembly, _____

APPROVED by the NorCal CA Regional Assembly, _____

APPROVED by the SoCal CA Regional Assembly, _____

Table of Contents:

[PREAMBLE](#) 2

[MISSION STATEMENT](#) 2

[NARATEEN VISION STATEMENT](#) 2

[PURPOSE](#) 3

[GENERAL REQUIREMENTS](#) 3

[Requirements of California Narateen Groups](#) 3

[Role of the California Regions](#) 4

[Role of the CA Narateen \(CAN\) Committee](#) 4

[Duties of the Facilitators](#) 5

[Role of the CAN Committee Chair](#) 6

[Role of the CAN Committee Vice Chair](#) 6

[Role of the CAN Committee Secretary](#) 6

[Role of Narateen Process Person \(NTPP\)](#) 7

[Role of a Nar-Anon Group](#) 7

[Role of Narateen Group Adult Facilitators](#) 8

[NARATEEN GROUP MEMBERS](#) 10

[SPECIAL SITUATIONS](#) 11

[Transportation](#) 11

[If Only One \(1\) Facilitator is Available to Attend a Meeting](#) 11

[Facilitator Suspects a Minor Member is Endangered, a Victim of Known or Suspected Child Abuse and/or Neglect](#) 11

[EMERGENCY SITUATIONS](#) 13

MEETING PROTOCOLS 13

• CAN PREAMBLE

The Nar-Anon/Narateen Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve-step program – we offer our help by sharing our experience, strength, and hope. We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon/Narateen; and by changing our own attitudes. We will respect your anonymity. Our program is not a religious one, but a spiritual way of life.

• CAN MISSION STATEMENT

The Nar-Anon/Narateen Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

• **NARATEEN VISION STATEMENT**

Suggest we call this

CAN Vision Statement

We will carry the message of hope throughout the world to teens affected by the addiction of someone near to them. We do this by:

- Letting teens know they are no longer alone
- Practicing the Twelve Steps of Nar-Anon/Narateen
- Being of service to group, area, and region Narateen efforts
- Making information available through:
 - § Websites
 - § Outreach
 - § Changing our own attitudes

• PURPOSE

A Narateen group is a safe environment where teenagers can share their experience, strength, and hope. The principles of the Nar-Anon fellowship, as outlined in our Twelve Steps, Twelve Traditions, Twelve Concepts, Guide to Local Services and Guide to World Services, also apply to Narateen. The application of these principles helps build honesty, trust, confidence, and provides safety and anonymity to teen members.

• GENERAL REQUIREMENTS

Requirements of California Narateen Groups

- The only requirement for membership is that there be a problem of addiction in a relative or friend, and that the teen meet Narateen's age requirements.
- Narateen meetings are closed, except by group conscience.
- Will abide by the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of the Nar-Anon Family Groups
- Narateen meetings have no dues or fees.
- It is required that there be at least two certified Adult Facilitators present at each meeting who are registered with the CAN committee and World Service Narateen committee ("WSNTC").
- Ideally, each Narateen group will have at least 3 certified Adult Facilitators so that there is back-up coverage available if one of the scheduled Facilitators cannot attend.
- Will abide by the Nar-Anon World Service Narateen [Safety Handbook](#) as well as our CA Narateen (CAN) Guidelines. **This is one of our suggested changes - this handbook has not yet been approved with this title**
- New Narateen meetings may not commence until the following steps have been completed:
 - § Each Adult Facilitator ("Facilitator") must be certified by CAN (via the CAN Committee) by completing all necessary documentation and applications, must pass required background checks and complete Facilitator training.
 - § Once certified by CAN, each Facilitator must be registered with the World Service Office (WSO).
 - § Meeting organizers/facilitators must demonstrate that funding is in place to cover the new meeting's immediate expenses until the group participants are able to fund the meeting themselves (i.e., fundraising utilizing the Seventh Tradition)

§ The CAN committee will verify and approve that the meeting is ready to commence. Approval may be made by the CAN committee Chair or Narateen Process Person (NTPP). Approval is not required by an Assembly.

§ New meeting information is submitted to the World Service Office (WSO) by the CAN Committee for approval to be listed as a sanctioned meeting on the official websites (including World Service and Regional sites).

Narateen Groups may work in cooperation with outside organizations under the following conditions:

- Requires prior authorization from the CAN Committee.
- Will not be organized as being affiliated by or sponsored by outside organizations.
- Outside organizations may not have any authority or influence regarding the structure of Narateen meetings or the concepts and traditions that guide Narateen meetings.
- All meetings will be registered with the World Service Office (WSO)
- Will immediately notify the Narateen Process Person (NTPP) and the regions of any group changes including meeting location and schedule or changes to registered Facilitators.

Role of the California Regions

- The three California Regions will provide each new approved Narateen Group registered in their region with the WSO with the Narateen New Group Packet.
- In addition, each new group is expected to purchase one copy each of the Conference Approved Literature ("CAL") titles currently recommended for distribution to Narateen meetings by the WS Narateen committee. CAN Committee will provide current list.
- The CA regions will reimburse and/or pay for the costs of the background checks for Narateen Group Facilitators from their regions.
- As with other committee Chairs, the CAN committee Chair and Narateen Process Person (NTPP) will be elected at regional assemblies. The CAN officers will also be a voting member of their RSC. Ideally, CAN will have voting members from all three CA regions.
- The CAN Committee Chair will serve as Acting NTPP in the event that the elected NTPP is unavailable, or the position is vacated. The region members will vote at their assemblies on any submitted motion to change these guidelines.

Role of the CA Narateen (CAN) Committee

- At least one Facilitator or member from each Narateen group will serve on the CAN Committee.
- The CAN Committee shall update the CAN guidelines and other documentation as needed and present a motion for the three regional assemblies' approval when required.
- The CAN guidelines (and any subsequent revisions) must be approved by the three regional assemblies and entered into the assembly minutes to reflect approval.
- Submit a yearly budget proposal to the regions.
- Refer to the NTPP the names of interested Facilitators who have communicated with the CAN committee and appear committed to supporting a Narateen meeting. Support existing group members and Facilitators.
- Support outreach and new group formation.
- At least one CAN Committee member or Facilitator may also attend their regional Outreach subcommittee to facilitate the inclusion of Narateen in all outreach efforts.
- Support Narateen participation in local Nar-Anon conventions and in other outreach events
- Work to design and maintain a Facilitator training program.
- Training/Orientation for new Facilitators will include providing all necessary information regarding duties of the Facilitators.
- Assign experienced Facilitators to mentor new Facilitators.
- Any Nar-Anon member may attend a CAN Committee meeting.
- The CAN Committee Chair (or Acting Chair) may elect to excuse non-voting members from a meeting if confidential or sensitive information must be discussed during the meeting. Best efforts will be made to include notice of such an occurrence in the meeting Agenda if a need for a closed discussion is known in advance.
- A member may become a voting member with the nomination of any existing voting member and a majority vote of the CAN committee quorum. Must be a member of a CA group.
- A committee member may be removed as a voting member after 3 consecutive unexcused absences from meetings upon majority vote of the committee quorum.

Duties of the Facilitators

- Meeting Safety Requirements
- Reporting meeting incidents (fighting, etc.) to the CAN committee
- Complete online training according to CA state law AB-506, and submit training certificate as a volunteer mandated reporter
- Pass a LiveScan background check.
- Complete regional Narateen facilitator training prior to being registered.
- All CA State laws regarding adults volunteering and interacting with minors must be adhered to at all times and in the event that an existing or new law conflicts it will supersede and outweigh any rule, guideline or policy established in this or any other Narateen/Nar-Anon document.

Role of the CAN Committee Chair

- Serves a maximum of two consecutive 2-year terms.
- May continue to serve as Acting Chair if no subcommittee member is elected to replace the outgoing Chair.
- Oversees the CAN Committee.
- Establishes committee goals and priorities, sets committee meeting agendas.
- Oversees all subcommittee groups.
- Reports to the three CA Regions of Nar-Anon Family Groups
- Should volunteer to serve concurrently on the WS Narateen Committee (WSNTC) (pending WSNTC approval)
- Represents the CAN Committee at the Regional Assemblies
- Provides the Regions with updates on CAN committee activities.
- May represent the committee at other Nar-Anon events and at Outreach opportunities.
- Works with the Narateen Process Person (NTTP) to ensure the NTTP responsibilities are fulfilled.
- The CAN Committee Chair may also serve as the NTTP.

- May also serve as a Narateen group Facilitator.
- May assume Secretary duties if the Secretary is not available.
- Assists with updates on the Narateen pages on the regional websites as needed.

Role of the CAN Committee Vice Chair

- Serves a maximum of two consecutive 2-year terms.
- Assumes responsibilities of the committee Chair if the elected Chair resigns or is unable to fulfill the Chair responsibilities.
- May continue to serve as Acting Chair or Acting Vice-Chair if no subcommittee member is elected to replace the outgoing Vice-Chair.
- Attends committee meetings.
- May also serve as committee Secretary.
- May also serve as the NTPP.
- May also serve as a Narateen group Facilitator.
- May represent the subcommittee at other Nar-Anon events and at Outreach opportunities if the committee Chair is not available.

Role of the CAN Committee Secretary

- Attends committee meetings.
- Keeps minutes at committee meetings.
- Distributes meeting minutes and agendas to committee members.
- May also serve as the NTPP.
- May also serve as a Narateen group Facilitator.

Role of Narateen Process Person (NTPP)

The Narateen Process Person (NTPP) and the CAN Committee Chair shall serve as the Narateen Regional Process Persons with duties and responsibilities as follows:

- Maintain and update California Narateen Group Facilitator information and California Narateen Group information with Nar-Anon World Service.
- Maintain current information with the background check agency, including setting up account and payment information.
- Verify funds are available for background checks.
- Communicate and maintain records between agency(s) and Facilitators for completion of background check process.
- Act as a liaison between WSO, World Service Narateen Committee, regional Nar-Anon, CAN committee, Facilitators, Narateen members & the fellowship.
- Securely store records related to Facilitator information, mandated reporter certificates, and background check results, and securely dispose of records, as needed, when Facilitator is no longer active.
- Send completed Facilitator registration forms to WSO (S-333) and update that information annually.
- Complete and submit the Narateen Group Registration form (see Nar-Anon Family Groups Guide to Local Services “GLS”) to the WSO once the group is ready to start.
- Communicate passed background checks to the CAN committee Chair. The NTPP may also be the Narateen subcommittee Chair.
- May also serve as a Narateen group Facilitator.

Role of a Nar-Anon Group

It is recommended that Narateen Groups be sponsored by and affiliated with an active Nar-Anon Group. Local Nar-Anon groups are encouraged to provide material and/or financial support for Narateen as well as have members willing to become certified Facilitators.

Nar-Anon Groups are encouraged to participate in outreach efforts for Narateen Groups that they are sponsoring. Nar-Anon Groups should assist the Narateen Facilitators in securing a suitable meeting location.

Role of Narateen Group Adult Facilitators

The role of Narateen Adult Facilitators is to provide a safe space for the teen group members and provide a framework and guidance for the meetings based on the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of the Nar-Anon Family Groups. It is required that there be at least two certified Narateen Group Facilitators at all Narateen Meetings (see examples of special exceptions below).

An Adult Narateen Group Facilitator must meet the following requirements:

- Must be at least 21 years of age.
- Facilitators shall be certified and registered with the WSO.
- Be an active member of Nar-Anon (having attended no less than 6 meetings within the previous 12 months prior to their application) and is advised to continue to attend their own meeting and maintain a working knowledge of the Nar-Anon program.
- Have strong knowledge and understanding of the 12-Steps. Ideally, a Facilitator will have already completed at least one complete series of 12-step study workshops.
- They should not be a family member or guardian of any group members.
- Have an experienced Narateen Facilitator mentor for the first 6 months for guidance and support.
- Must reside in California

Examples of special exceptions:

For a school-based meeting: school professional(s) who have been screened through the school district background check can substitute for one Nar-Anon facilitator if two (2) are not available.

The CAN committee will consider allowing other similar professionals such as Department of Child and Family Services (DCFS) or Foster Family Agency (FFA) certified caseworkers who have successfully passed all background checks.

In the event that an exception such as those stated above is made:

Any individual who is allowed to serve as a substitute Facilitator MUST have strong knowledge of the Nar-Anon 12-Steps and Traditions.

They must agree to:

- Abide by all standards of confidentiality and anonymity guaranteed to any person attending a Nar-Anon or Narateen meeting.
- Attend at least 3 Nar-Anon meetings.
- Have strong working knowledge of 12-step programs (such as active participation in other recognized 12-Step groups such as NA, AA, Al-Anon or Alateen).
- Must agree to read the entirety of the Nar-Anon meeting Blue Book and the Nar-Anon Twelve Step Program (yellow book) and study the concepts discussed in those publications thoroughly.
 - v A Facilitator will serve as the liaison to any supporting Nar-Anon group and the facility where the meeting takes place.
 - v Facilitators with more than six (6) months experience must be willing to serve as mentors to new Facilitators.
 - v Facilitators will commit to serve for a two (2) year time period.
 - v Thoroughly complete a Narateen Facilitator application.

Successful completion and passing of appropriate and comprehensive Federal and State background checks, run through the CAN Committee's approved resource, will be required to be a Narateen Group Facilitator in order to ensure the safety of group members. Said background check shall be required prior to serving as a Facilitator and will be renewed as required by the World Service Office (WSO) and World Service Narateen Committee (WSNTC). A comprehensive background check includes:

- v State and federal criminal history check using the individual's legal name; State and federal criminal history check using the individual's fingerprints; Child abuse registry check (this may also be known as the Child Protection Index); Sex offender registry check
- v FBI background checks will be conducted using a Preferred Live Scan Location and through government authorized, FBI approved channels for FBI records. The National Child Protection Act of 1993 grants authority for national criminal checks on persons providing care to children, the elderly, or individuals with disabilities.

Facilitator background checks must be renewed no less than every 2 years but may be renewed more often if the NTPP or committee Chair makes such a request or if the background check service selected provides more regular updated information.

- v Even before such renewal, the NTPP should be notified immediately if a Facilitator's status changes (i.e. a Facilitator has been arrested for any reason). While it is expected that the Facilitator in question should personally notify the NTPP of such an incident, any other Facilitator who becomes aware of such an incident is encouraged to report this information to the NTPP as well.

Ø A Facilitator who is found to be in violation of these guidelines or any guidelines and traditions approved by their RSC or the WSO may be immediately suspended from their facilitator duties at the discretion of the CAN committee Chair, Vice Chair or the NTPP. The facilitator may be permanently removed as a certified Facilitator upon majority vote by the CAN Committee.

v Although Facilitators may be available at meetings to answer questions sharing their experience, strength, and hope, they may NEVER serve as a sponsor to any minor involved in Narateen.

- Teens should sponsor teens. If teens need help with becoming a sponsor, they can be provided with Nar-Anon materials regarding sponsorship and at a Narateen Group Conscience meeting it should be suggested that they participate in a step-study workshop series.

v Facilitators may NEVER meet with or communicate privately with a minor participant or on a one-on-one basis through any electronic means (email, phone, social media, etc.) with any minor participant.

v Facilitators will receive training and must assume responsibility for making best efforts to ensure meeting safety and make recommendations at Narateen Group Conscience meetings regarding member conduct.

- Any incidents that affect the physical safety of any Narateen meeting attendees must be reported promptly (within 24 hours) to the CAN Committee (NTPP), WSNTC and the WSO.
- The World Service Narateen committee (WSNTC) may require the Facilitator (in cooperation with the CAN committee) to notify WSNTC.

v All funds should be under the care and monitoring of the Facilitators.

● **NARATEEN GROUP MEMBERS**

v Group members must be aged 13-18 (or 12 if he/she is enrolled in 8th grade) and be affected by the addiction problem of someone close to them. Participants who are not legally adults or legally emancipated must have a consent form signed by a parent or legal guardian before the start of the first in-person meeting they attend. The consent form is not applicable for Narateen virtual meetings; pre-registration is required to obtain the virtual login information.

v Group members will create behavior guidelines for the meeting and help each other adhere to them. They will be encouraged to keep the focus of the meeting on the Nar-Anon Twelve Steps of recovery using only conference approved literature (CAL).

v Per the Nar-Anon Twelve Traditions, they will respect each other's and the addict's anonymity.

- v Each meeting should aim to be self-supporting.
- v As with the adult Nar-Anon meetings, the Seventh Tradition is encouraged but is never a requirement for participation in a Narateen meeting.
- v Narateen meetings may accept financial and/or material support from the three CA Regions (if available) and from any Nar-Anon group, committee, the WSO or other Nar-Anon Regions.
- v All funds should be under the care and monitoring of the Facilitators.
- v Just as for Nar-Anon groups, Narateen members may elect a Group Service Representative (“GSR”) to represent them at their area and regional meetings. They may also elect other service positions such as group secretary and treasurer.

• SPECIAL SITUATIONS

Transportation

Narateen Facilitators shall not provide transportation to any minor Narateen member. The responsibility for transportation of any Minor Narateen member lies with the parent, guardian, or other adult responsible for the minor.

If Only One (1) Facilitator is Available to Attend a Meeting

The Group will be advised of the Facilitator absence and that the meeting cannot take place. This is a CA state law requirement which Narateen is required to enforce.

Facilitator Suspects a Minor Member is Endangered, a Victim of Known or Suspected Child Abuse and/or Neglect

- v Anyone serving as an Adult Facilitator MUST understand and agree that they are serving strictly in a volunteer capacity.
- v Facilitators who are licensed professionals (such as physicians, therapists, and social workers) will not perform any of their professional services for any Narateen participant including professional counseling.
- v While facilitating Narateen meetings, the Facilitators may learn (or come to suspect with good reason) that a teen participant is being physically abused, significantly neglected or are otherwise endangered.

v The Facilitator's role is to help teens recover from the effects of addiction by using the tools of Narateen/Nar-Anon which include the 12-Steps as well as the usual traditions and guidelines that all Nar-Anon members adhere to. However, applying these principles to minors may become challenging if an adult Facilitator believes a teen/child participant is endangered and may feel compelled to report the issue to authorities or help the Narateen member. As such:

§ During the opening remarks of each meeting, teens will be informed that although confidentiality and anonymity are hallmarks of our fellowship and that our traditions discourage us from "rescuing" or interfering with members' lives, California law AB-506 does require the Facilitators to report (as a mandated reporter) the endangerment of a minor. [AB-506 Volunteer Mandatory Reporting Law](#)

§ If it does become apparent that a Narateen participant is endangered or being abused: Avoid spotlighting the participant or the issue during the meeting.

§ The Facilitators must discuss this matter privately (not involving any of the teens) to determine if they are in agreement that the teen's account is likely to be true and whether or not they feel the issue must be reported. If the Facilitators agree that the situation must be reported, they should follow the proper guidelines received in their Mandated Reporter Training, turning to proper official law enforcement authorities such as police or the California Department of Children and Family Services ("DCFS").

v At any time the Facilitators may reach out to other certified Narateen Facilitators and/or the CAN Narateen committee through the Narateen Process Person (NTPP) or the committee Chair for further guidance.

v Reporting to non-officials (such as parents) can be considered gossip and can further endanger the teen.

v A Facilitator filing a report may NEVER do so on behalf of or in association with Nar-Anon or Narateen. Reporting should be done only as a private person. However, when a report is made, the CA Narateen Committee (CAN) should also be informed, and they will inform the World Service Narateen Committee.

v The reason for this is to avoid violation of Tradition 10: "The Nar-Anon Family Groups have no opinion on outside issues, hence our name ought never to be drawn into public controversy."

v Once a report is made, the Facilitators should not take any further action regarding the incident but may report additional incidents or new information to proper law enforcement authorities as described above.

Every meeting will make available to each participant a document containing a list of resources they can use if they need help due to abuse or neglect. The document will make clear that Nar-Anon has no affiliation with any outside organization, but these resources are being listed to remind the members that

help is available in a variety of ways. By having this resource available, we are encouraging self-empowerment and further reminding the teen that they do not have to go through any of this alone.

This list should include phone numbers and contact information for local police, DCFS hotlines, suicide prevention hotlines and a list of other resources the minor should be strongly advised to utilize such as school guidance counselors, hospital emergency rooms, clergy, etc.

This document should make clear that we have no connection with any of the outside resources suggested on the material.

This document will be available in the usual literature/pamphlet area and should NOT be handed out as a specific reaction to a teen's share. Again, avoid spotlighting an individual or their circumstance.

● EMERGENCY SITUATIONS

Each Narateen group should develop, through a group conscience involving both Facilitators and members, a written plan on how to handle emergency situations which should include, but not be limited to, the following:

1. A member becomes disruptive.
2. A physical danger such as natural threats (i.e., storm or fire)
3. A member becomes ill.

● MEETING PROTOCOLS

Each Narateen group should develop, through a group conscience involving both Facilitators and members, a written guideline that addresses a code of conduct for the meetings. The following are examples that may be included in this discussion:

v In the interests of discipline and spirituality all cell phones should be silenced, switched off and put away. Texting, taking pictures or other means of communicating with digital devices during a meeting is disrespectful and distracting and is therefore prohibited during the meeting. During Narateen virtual meetings no screenshots or recordings. As a sign of respect, there should be no crosstalk during the meeting.

v All Narateens should be silent during a member's share and not move around. During meetings members that are not sharing will be muted.

v In the interests of trust, all members should respect each other's anonymity. As a sign of respect to the newcomer, members are requested to offer a healthy shared experience.

v Dress code is casual but modest and appropriate; attire that may be deemed offensive, by group conscience, is not allowed (this may include t-shirts with vulgarity or other inflammatory text or images).

v We would like to remind everyone that outside of the meeting, Narateen members should not engage in gossip about each other's share, should not discuss or acknowledge who attends Narateen or Nar-Anon meetings nor should any other information about any members of the Narateen or Nar-Anon fellowships be divulged in any manner. All anonymity and confidentiality should be always respected.

v What is heard here, stays here.

For further information:

[Narateen Info](#)

[CA Law](#)

[Training](#) website