



## NICOTINE ANONYMOUS® WORLD SERVICES

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Thank you for requesting a Meeting Starter Kit. We appreciate your interest and are enclosing the kit and some additional material we think you might find useful.

Nicotine Anonymous is a twelve-step recovery program adapted from Alcoholics Anonymous. The only requirement for membership is a desire to stop using nicotine. Our fellowship defines "abstinence" as a state that begins when all use of nicotine ceases. There are no dues or fees, but we are self-supporting through our own contributions. Our program of recovery consists of the Twelve Steps and Twelve Traditions and five "tools" - **meetings, sponsorship, literature, the phone list, and service.**

We encourage you to start a meeting in your area. The enclosed Meeting Starter Kit includes "detail" pages which give suggestions for: finding a meeting place, outreach ideas to announce the new meeting, three samples of meeting formats, a "newcomers welcome packet", and guidelines for the positions of chairperson, secretary, and treasurer.

We suggest that meetings be conducted by members who are abstinent from nicotine, if possible. New members stand a better chance of receiving help by being in a group whose experience is drawn from people who have stopped using, and are living free from nicotine. Our members find that getting involved in the program is very helpful in stopping the use of nicotine in any form.

When you start a meeting, please fill out the enclosed Meeting Directory form and forward it to us. As soon as we receive it, the information about your meeting will be included in the Worldwide Meeting Directory, along with the first name and phone number of the contact person. The meeting location will also be published in the next issue of *SevenMinutes*, our quarterly newsletter. This will help local people and visitors to find your meeting. The information you provide will also let us communicate with you.

We have also enclosed five of our current pamphlets. (World Services will send you one of each of the remaining pamphlets at no charge when you return the Meeting Directory form.) If you need more pamphlets, require other items such as our books, or would like to subscribe to *SevenMinutes* mentioned above, an order form is enclosed. A subscription to *SevenMinutes* includes an updated Worldwide Meeting Directory with the January issue.

Nicotine Anonymous World Services exists to serve the needs of groups around the world. Group or individual member contributions are gratefully accepted and are largely used to print and distribute our literature.

We welcome your letters with suggestions, ideas or announcements. If you have more requests or questions, please call or write at any time. Our staff will do its best to give you all the support you need.

With best wishes,  
NICOTINE ANONYMOUS WORLD SERVICES

E-mail: [info@nicotine-anonymous.org](mailto:info@nicotine-anonymous.org)

Website: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)  
Revised 05-05-07

# Nicotine Anonymous Meeting Starter Kit

We are happy you want to start a meeting and we want you to succeed. Therefore, this package includes a lot of detail and explanatory notes. All of the following are **suggestions**. They represent our collective experience we have gained since the last kit was published six years ago.

We are assuming you are new to our fellowship and there are no other meetings in your area. We want you to have enough information to be comfortable in making this commitment. If there are other meetings in your area, review this package and visit an existing nearby meeting. Doing so will provide first-hand experience and support.

We suggest you make a personal commitment for a minimum of three months to keep the meeting open. Some of us make commitments of up to a year because we have found it takes time to get a meeting established. Most nicotine users will tell you they will come to the meeting when you talk about starting one. Good intentions do not always work out, and if you are the lone person at the meeting for a while, do not become discouraged. The early excitement of your effort can turn into frustration and disappointment. If there are other like-minded people to help in the beginning, it makes things easier. Keeping the meeting going and having it available for the newcomer, will also help you succeed in your program of recovery.

Before looking for a meeting place, decide on a day and time for the meeting that fits your schedule. Our meetings generally last for one hour and are held every week at the same time and day. Then inquire at hospitals, churches, banks, community facilities such as libraries, recreation centers, or health departments. Such locations are usually inexpensive. Try to negotiate a flexible rent that you can afford in the beginning, and then you can increase it as the membership grows. Some places such as hospitals might not want to charge rent. In that case we suggest you try to arrange a periodic donation to a department, such as Community Services. This will keep Nicotine Anonymous self-supporting in line with our Seventh Tradition.

Here are some suggestions for outreach: 1) Prepare a flyer (sample enclosed) and place copies in hospitals, clinics, libraries and other high traffic locations in your area. 2) Ask your local newspaper to list your meeting in their community events section. Many radio and public television stations as well as your local cable TV company have the same service available and the listings are usually free. 3) Inform your county chapters of the American Lung Association, American Cancer Society and the American Heart Association, as well as local smoking cessation programs. And don't forget us - please fill out the enclosed Meeting Directory form.

The rest of this package contains the following, along with explanatory comments:

Three sample Meeting Formats (p. 5-11), and separate pages of the "Twelve Steps" (p. 12), "Twelve Traditions" (p. 13) and "Our Promises" (p. 14), that are referred to in the formats

A "Welcome to Nicotine Anonymous" page (p.15) with a suggested Newcomers Kit (p. 16)

Suggested Guidelines for the Chairperson (p. 17), Secretary (p. 18), and Treasurer (p. 19).

On to Some Basics (pg. 3)

# Some Basics Described

Before we get into the "details" of conducting a meeting, we would like to comment on two of our Twelve Traditions, all of which provide form and unity to our entire fellowship. *Tradition One - Our Common welfare should come first; personal recovery depends on Nicotine Anonymous unity.* Not having our own long form of the Traditions, we interpret this to mean that each member of Nicotine Anonymous is a small part of the whole. **Nicotine Anonymous** must continue to live that **we** may continue to live - free of nicotine! Each of us needs to conform to the principles of recovery, since our lives actually depend on obedience to spiritual principles. Therefore, we must as a fellowship, remain united on **core issues** - or we put personal recovery at risk. The core issues are:

Our **program** consists of the Twelve Steps and Traditions along with five **tools** - meetings, sponsorship, literature, the phone list and service.

Our definition of **abstinence** - A state that begins when all use of nicotine ceases.

Tradition One serves as a balance for *Tradition Four - Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.* At the beginning of the previous page we said "All of the following are **suggestions**". Now, being autonomous, your new group will decide which "suggestions" you will use from all that we have included in the meeting formats. The group will decide which literature, if any, you will make available for the members. The group is free to choose. There is no right or wrong. So, where does group autonomy end? It ends with the word **except** .... "*except in matters affecting other groups or Nicotine Anonymous as a whole.*"

An example of this would be, suppose all members in the group are smokers. So, instead of using the fellowship definition of "abstinence" the group decides that the quit smoking date will be used as the anniversary date, even though some members continue to use nicotine in another form, such as the patch, gum, or snuff. The smokers in this group, who became abstinent from all use of nicotine when they quit smoking, would probably feel different from other members who were not abstinent. Can you see how this resultant discord could also affect other groups and Nicotine Anonymous as a whole? So how does a group decide these things?

Major decisions as described above are decided by a group conscience. Simply, this is a meeting to determine group core issues. Any member can call for such a meeting. All members are notified about the topic and the time and date (it is usually scheduled right after the regular meeting). The Chair-person or any selected member can run the meeting. All of the members present can express their views on all sides of the issue. The most important voice will be the minority voice. In our experience, many times we have seen the lone voice say something that no one had thought of and bring unity to what had been a chaotic meeting. When all who wanted to speak have spoken, the issue is decided by a "substantial majority" vote. Our view of "substantial" would be two thirds of those present.

A business meeting differs from a group conscience in that all a decision requires at a business meeting is a simple majority. Business meetings are held to decide such things as the next secretary or treasurer, or how much of the group funds will be contributed to World Services. Simply put, a business meeting is to conduct the ongoing business of the group.

Over for Comments on the Meeting Format (pg. 4)

# Comments on the Meeting Format

The following comments refer to the Suggested Meeting Formats on the next several pages. We did not comment on all items.

Group Name - Most groups take the town the group meets in as the name and some groups add their own identifier. Some other ideas are - Clean Start, First Step, New Life, Phoenix, and Clean Air. We encourage you to come up with your own.

Preamble is copyright by the AA Grapevine, Inc. We requested, and received permission from them to adapt and reprint it for our use. Permission was granted with the understanding we would reprint it **exactly** as it is shown and we have done so. We ask you to do the same, in the spirit of unity in Tradition One.

Here are examples of group conscience and no position on withdrawal aids, to avoid the controversy about quitting smoking and abstinence.

"The Program and The Tools" pamphlet (enclosed) has more details on these seven items if needed.

The Twelve Steps and the Twelve Traditions are copyright by Alcoholics Anonymous World Services, Inc. Again, we ask you to do the same as we requested with the Preamble, reprint them **exactly** as we have.

Meeting Lists are provided if you have other meetings in the area. They are useful to group members and the newcomer who may wish to attend other meetings for support during the week or when traveling away from home. You can find out if there are other meetings in your area from our web site or by ordering a Worldwide Meeting Directory. If you find an Intergroup in your area, contact them for support.

Literature is provided as the group decides. Most groups have several of each of the pamphlets and a copy of each of the books available on the table. New groups may have to charge for everything at first. When the treasury supports it, groups will offer the pamphlets for free and sell the books at cost. Some groups sell the books at half price to make it easier for members to have their own copy. The group decides how this will be handled. Some groups allow members to bring in articles on nicotine and recovery. If this is the groups choice, we suggest that this material be kept separate or clearly labeled so as to not confuse members about what is non-program and World Services material. Some groups use colored folders to differentiate the two.

Service Additional examples of service are: attending meetings regularly, setting up the meeting room, ordering literature, preparing newcomer packets, continue to post meeting flyers, and becoming a sponsor; also, serving as Chairperson, Treasurer, Intergroup Representative, or greeter (welcoming newcomers).

The day Sunday in the format 3 is arbitrary and was used for clarity only. Use your meeting day at these points. Also, each group decides how to recognize individual member anniversaries. Most groups give out a token or chip for recognition. We have no opinion on any recognition award, nor are we affiliated with any outlet that offers these products.

Announcements are generally made by the Secretary (see job description [p. 18] for examples), but any member can be recognized to make a Nicotine Anonymous related announcement.

Topic-discussion Many groups use this format when speakers are not available. If members can't name a topic, some suggestions are: acceptance, attitude, and freedom. Also, pamphlets can provide a topic, such as each of the five tools. Try to stay positive. Instead of self-pity, talk about gratitude; instead of fear, talk about faith; instead of anger, try humility and so on.

On to the Suggested Meeting Format (pg.5-11.)

# **NICOTINE ANONYMOUS**

## **SUGGESTED MEETING FORMAT—SPEAKER/DISCUSSION**

### **SAMPLE 1**

#### **OPENING:**

Let's open with a moment of silence, followed by the Serenity Prayer (See back page for the Serenity Prayer).

Welcome to the Upper Nyack group of Nicotine Anonymous, my name is \_\_\_\_\_, I'm powerless over nicotine and I'm your chairperson for tonight.

Nicotine Anonymous® is a fellowship of men and women helping each other to live our lives free of nicotine. We share our experience, strength and hope with each other so that we may be free from this powerful addiction. The only requirement for membership is a desire to stop using nicotine. There are no dues or fees for Nicotine Anonymous membership; we are self-supporting through our own contributions. Nicotine Anonymous is not allied with any sect, denomination, political entity, organization or institution; does not engage in any controversy, neither endorses nor opposes any cause. Our primary purpose is to offer support to those who are trying to gain freedom from nicotine. *(Reprinted for adaptation with permission of the AA Grapevine.)*

Are there any newcomers? *(Recognize newcomers with a chip and package)*. Welcome! We suggest that you come to several meetings before deciding whether this program can help you. Our group conscience is that if you have not already stopped using nicotine you will be welcomed and supported here.

Nicotine Anonymous is not a smoking cessation program; it is a spiritual approach to first gaining, and then maintaining freedom from nicotine. The program of Nicotine Anonymous consists of the Twelve Steps and the Twelve Traditions as well as the five tools: meetings, sponsorship, literature, the phone list, and service.

- We have found the **Twelve Steps** of recovery, adapted from Alcoholics Anonymous, can be powerful tools in the battle against our addiction. *(Reading of the Twelve Steps: pass around )*
- As the Twelve steps describe a personal path to recovery, the **Twelve Traditions** provide form and unity to our fellowship. Tonight I'll read Tradition # \_\_\_\_\_ *(read Tradition, same # as the month)*.
- If you don't have a Sponsor we recommend you ask someone as soon as possible! See our "Newcomer and Sponsorship" pamphlet. We have phone lists on the table, please take one and use it!
- There are current New York and NJ/PA meeting lists on the table. The pamphlets on the table are free for the taking. The books are our price and your terms (see one of us after the meeting).
- We welcome you to join the group; you can sign up after the meeting.

- According to the Seventh Tradition, there are no dues or fees, but we are self supporting through our own contributions (*pass the collection bag/basket*).
- Are there any Nicotine Anonymous announcements?

*(Call on the Secretary to report, and the Treasurer reports on the first meeting of the month.)*

We meet every Monday at 7PM. The format of this meeting is that we either have a speaker to open the meeting, followed by a discussion, or we read from "Nicotine Anonymous - The Book" and share after each paragraph (or section). We ask that you refrain from cross-talk, and keep in mind that this meeting is scheduled for one hour.

## **Closing:**

Our Promises: *(Ask for volunteer to read the Promises)*

In closing we remember the Twelfth Tradition because it is essential that anonymity and confidentiality are respected. We can unburden our hearts and minds more freely if we can trust that who we see and what we hear stays within this room.

For those of you who are newcomers, no matter how long you have been addicted to nicotine, for one year or fifty, or how many times you have tried to quit, you will find among us those who have similar stories. Do not be discouraged.

The opinions expressed here were strictly those of the person who gave them. Take what you want and leave the rest.

Remember, when we want to talk to someone, we have our phone list! Please stay after the meeting for fellowship or to ask questions ...

In honor of both our willingness to be here tonight and our groups hope to be free of nicotine, let us join hands, because together we can do what we could not do alone, and close with the Serenity Prayer.

God, grant me the serenity to  
Accept the things I cannot change,  
Courage to change the things I can, and  
Wisdom to know the difference.

# **NICOTINE ANONYMOUS**

## **SUGGESTED MEETING FORMAT--TOPICS**

### **SAMPLE 2**

It is important to select a topic before beginning a meeting. If you have not, refer to the suggested topic list at the back of this guide or use the Big Book or other literature.

**NOTE - REWARD PUNCTUALITY BY STARTING ON TIME!**

**CHAIRPERSON:** Welcome to the 7 p.m. meeting of Nicotine Anonymous. My name is \_\_\_\_\_ . I am your leader for tonight and a nicotine addict. Just so I won't feel alone, are there any other nicotine addicts here?

Thank you for coming. May we have a moment of silence, followed by the Serenity Prayer...

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

Nicotine Anonymous® is a fellowship of men and women helping each other to live our lives free of nicotine. We share our experience, strength and hope with each other so that we may be free from this powerful addiction. The only requirement for membership is a desire to stop using nicotine. There are no dues or fees for Nicotine Anonymous membership; we are self-supporting through our own contributions. Nicotine Anonymous is not allied with any sect, denomination, political entity, organization or institution; does not engage in any controversy, neither endorses nor opposes any cause. Our primary purpose is to offer support to those who are trying to gain freedom from nicotine. *(Reprinted for adaptation with permission of the AA Grapevine.)*

**WHO WILL READ "THE TWELVE STEPS"?**  
**WHO WILL READ "THE TWELVE TRADITIONS"?**  
**WHO WILL READ "OUR PROMISES"?**

Now, we'll take a moment to introduce ourselves. You may tell us your date of abstinence if you wish and please let us know if you are a newcomer. We'll start on my right.

(If there are newcomers: We would like to circulate a newcomer's packet for our newcomer(s) and ask tonight's attendees to write their name and phone number on the back. If you are new to this program, we encourage you to come to more than 1 meeting before you decide whether it can be of benefit to you.)

We do not have any cross talk in our meetings. Specifically, we don't question or comment while someone else is sharing. After the meeting, you may get together with anyone to ask questions or visit.

Sponsors are nicotine addicts who have learned to live life without nicotine. To help you in your quest, we suggest you choose a sponsor as soon as possible. It is also suggested you choose one of the same sex. Now, for the benefit of those who need a sponsor, will those willing to be sponsors please raise your hand.

We have phone lists available with the numbers of those who are willing to talk with you in times of need. We strongly feel having someone to talk to can make the difference between using nicotine or not. Please let us know if you have any corrections or additions to the phone list.

While sharing your comments tonight, we ask that you please consider the size of the group so everyone may have an opportunity to be heard.

My suggested topic for tonight is: \_\_\_\_\_.

NOTE: Introduce topic, speaker or ask if anyone in attendance has a burning desire they would like to discuss.

#### HOW TO CLOSE THE MEETING

**PASSING THE BASKET:** In keeping with our Seventh Tradition, which states: "A Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions", we will now pass the basket. The money we give goes for the continuation of our program and for our survival as a group. Guests and newcomers need not donate.

**CHIPS:** This group follows the chip system to recognize people in their quest for freedom from nicotine. The group supports each individual in their personal determination of their own recovery date.

Annual milestones are celebrated on the last Sunday evening of the month. Each member who celebrated their nicotine free anniversary during the month will be honored with cake and will honor us with their success stories.

Is there any one here with **TWO OR MORE YEARS** of continuous freedom from nicotine, who has not already received a chip?

- 18 months
- 1 year
- 9 months
- 6 months
- 90 days
- 60 days
- 30 days
- 7 days
- 24 hours



We have what is called the "Desire Chip". If you have a desire to abstain from nicotine for 24 hours, we have a desire to give you this chip. Is there anyone here who would like to experience our way of life for just 24 hours?

CLOSING: Anyone in our fellowship may chair one of these meetings. One of the simplest ways to get involved is to chair a meeting. All the directions are right here in this book. Who will volunteer to chair this meeting next week?

Are there any announcements? (NOTE: TURN TO FRONT OF BOOK AND READ ANNOUNCEMENTS ON ANNOUNCEMENT SHEET. Also group members may wish to make their own announcements.) Everyone is invited to participate in the business meeting held after the first Sunday night meeting of each month.

In closing, I would like to say that the opinions expressed here were those of the person who gave them. Take what you like and leave the rest. The things you heard were spoken in confidence and should be treated as confidential. Keep them within the walls of this room and the confines of your mind.

A few words to those of you who have not been with us long. Whatever your problems, there are those among us who have had them, too. If you can keep an open mind, you will come to realize that there is no situation too difficult to be overcome, and no unhappiness too great to be lessened.

We aren't perfect. The welcome we give you may not show the warmth we have in our hearts for you. After a while you will discover that though you may not like us, you will come to love us in a very special way, the way we already love you.

Talk to each other. Reason things out. Let there be no gossip or criticism. Instead, let understanding, peace and love of the program grow in you one day at a time.

CLOSING PRAYER: Will all who care to join me in reciting

?

(Chair may select a prayer from the list.)

The Serenity Prayer

The Third Step Prayer

# **NICOTINE ANONYMOUS**

## **SUGGESTED MEETING FORMAT—BOOK STUDY**

### **SAMPLE 3**

Welcome to the Sunday Evening meeting of Nicotine Anonymous. My name is \_\_\_\_\_ and I am a nicotine addict.

I have asked \_\_\_\_\_ to read the Third Step Prayer.

Please join me in the Serenity Prayer.

Nicotine Anonymous® is a fellowship of men and women helping each other to live our lives free of nicotine. We share our experience, strength and hope with each other so that we may be free from this powerful addiction. The only requirement for membership is a desire to stop using nicotine. There are no dues or fees for Nicotine Anonymous membership; we are self-supporting through our own contributions. Nicotine Anonymous is not allied with any sect, denomination, political entity, organization or institution; does not engage in any controversy, neither endorses nor opposes any cause. Our primary purpose is to offer support to those who are trying to gain freedom from nicotine. *(Reprinted for adaptation with permission of the AA Grapevine.)*

If you have a desire to stop using nicotine, you are welcome here. We have learned:

- A. To admit we were powerless over our Nicotine addiction and surrender.
- B. For us, no amount of will power could overcome our addiction.
- C. Many nicotine addicts who want to quit DO!!!!

Remember, there is no good time to quit using nicotine except for right now. Quitting is individual. Use what you learn here and file the rest for future reference. Also, your attempts to quit using are a practice in stopping for good and represent a sincere honest desire to gain freedom from nicotine. Do not become discouraged. Make abstinence from nicotine a cause for celebration and a challenge.

At this meeting we raise our hand to be recognized by the leader when we want to share. There is no smoking permitted. There is no break at this meeting but, please help yourself to coffee. Please remember; there is no cross talk allowed. Also, if necessary, limit your sharing so that everyone may have a chance to share.

This meeting is a Part 1 Book Study. We start at 6:30 and continue until 7:30. If you don't get a chance to share please grab someone after the meeting. We encourage sponsorship and using the phone list as a reference for other members to work the steps with.

If you do not have an active desire to quit using nicotine you are welcome, please listen with an open mind.

I have asked \_\_\_\_\_ to read The Twelve Steps.

I have asked \_\_\_\_\_ to read: The Twelve Traditions.

Let's go around and introduce ourselves by first name only and state how long you have been off of nicotine.

It is now time for our Chip Person \_\_\_\_\_ to give out the Chips and Hugs.

It is now time for the chip people to share starting with the longest amount of time first.

READ STEP OUT OF BOOK.

The meeting is now open for discussion based on our experience strength and hope.

7:25 Secretary's Report

I have asked \_\_\_\_\_ to read the Promises.

After a moment of Silent Meditation for the Nicotine Addict still suffering will \_\_\_\_\_ lead us in the prayer of his/her choice.

# Nicotine Anonymous - The Twelve Steps

- Step One** We admitted we were powerless over nicotine - that our lives had become unmanageable.
- Step Two** Came to believe that a Power greater than ourselves could restore us to sanity.
- Step Three** Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
- Step Four** Made a searching and fearless moral inventory of ourselves.
- Step Five** Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
- Step Six** Were entirely ready to have God remove all these defects of character.
- Step Seven** Humbly asked Him to remove our shortcomings.
- Step Eight** Made a list of all persons we had harmed, and became willing to make amends to them all.
- Step Nine** Made direct amends to such people wherever possible, except when to do so would injure them or others.
- Step Ten** Continued to take personal inventory and when we were wrong, promptly admitted it.
- Step Eleven** Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
- Step Twelve** Having had a spiritual awakening as the result of these steps, we tried to carry this message to nicotine users and to practice these principles in all our affairs.

The Twelve Steps reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that AA is affiliated with this program. AA is a program of recovery from Alcoholism - use of the Twelve Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.

## The Twelve Steps of A.A.

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 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.

Nicotine Anonymous World Services Huntington Beach, CA 92648

# Nicotine Anonymous - The Twelve Traditions

- Tradition One** Our common welfare should come first, personal recovery depends on Nicotine Anonymous unity.
- Tradition Two** For our group purpose, there is but one ultimate authority-a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
- Tradition Three** The only requirement for Nicotine Anonymous membership is a desire to stop using nicotine.
- Tradition Four** Each Group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.
- Tradition Five** Each group has but one primary purpose - to carry its message to the nicotine user who still suffers.
- Tradition Six** A Nicotine Anonymous group ought never endorse, finance, or lend the Nicotine Anonymous name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- Tradition Seven** Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions.
- Tradition Eight** Nicotine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- Tradition Nine** Nicotine Anonymous as such ought never be organized; but we may create special service boards or committees directly responsible to those they serve.
- Tradition Ten** Nicotine Anonymous has no opinion on outside issues; hence the Nicotine Anonymous name ought never be drawn into public controversy.
- Tradition Eleven** Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
- Tradition Twelve** Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean that AA is affiliated with this program. AA is a program of recovery from Alcoholism - use of the Twelve Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.

## The Twelve Traditions of A.A.

1. Our common welfare should come first; personal recovery depends on A.A. unity. 2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. 3. The only requirement for A.A. membership is a desire to stop using alcohol. 4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole. 5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose. 7. Every A.A. group ought to be self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever non-professional but our service centers may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **Our Promises**

On our path to freedom, joy and serenity, we are guided by Twelve Steps of Nicotine Anonymous, which allow us to successfully steer the treacherous curves of craving, emotionality, turmoil, and unmanageability. Our spiritual life is not a theory; we have to live it.

Physical improvement has been almost immediate. Our sense of smell and taste returns; the world takes on a new dimension of color and clarity. Our self-esteem is fueled by the genuine realization that a Power greater than ourselves has pulled us from the muck of denial where we have been ever so slowly killing ourselves. We no longer have to answer the "craving call" every twenty minutes! We choose to ask for the help this program offers so that we can reduce our risk of becoming one of the millions of premature nicotine related deaths each year. What relief!

We are learning to assert ourselves where previously we have been aggressive or passive; we are also beginning to love ourselves. As the numbness lifts, we begin to feel again, sometimes, to the temporary peril of those around us!

Gradually, our interest is focusing on Nicotine Anonymous rather than nicotine. We begin to forget we had been nicotine users, except at meetings. We now realize we have been participating in a grand hoax. We haven't given up anything at all!

Health is a new experience. We are humbly grateful for this gift. Our Higher Power, through this program, has done for us what we could not do for ourselves.

# WELCOME TO NICOTINE ANONYMOUS

It is not necessary for you to have already stopped using nicotine in order to come to these meetings. All you need to bring is your desire to stop using nicotine. It is suggested you come to at least six meetings before deciding if this program can help you. First come to meetings, then come to understand, then come to believe. Take what you need for now and leave the rest for another time.

Most people come with a sense of fear that they will not be able to live their lives without nicotine. They have difficulty even imagining the possibility. Often, it's been a long time since most of us have spent any time without our "companion", so we accept these feelings as a normal reaction. However, we've come to learn that this perception can change after attending meetings for a while.

There is no pressure or shame from the group to get you to quit. We've all been there, we understand. If you need time to come to believe it is possible to live without nicotine or to set a quit date. . then take your time. Listen and then share your story, read the literature, use the phone, study the steps in the book, keep showing up! . . . Recovery is a *process* that we *practice* each day. Keep in mind that many have come before you with just as much fear and doubt and now live free and clean.

Some of the "tools" we use to help us get free of nicotine are meetings, the Twelve Steps, and the phone list. For now, if you're still using nicotine, it may be more important to just focus on showing up at the next meeting. Try not to worry about when or if you are going to stop smoking. It is our experience that those who continue to regularly attend meetings will eventually stop using nicotine.

The Twelve Steps are the heart of our program of recovery. They suggest a spiritual approach to gaining and then maintaining freedom from nicotine. By spiritual we do not mean religious. Our reference to God in the Steps is our way of involving a power greater than ourselves in our recovery. Each person comes to his or her own understanding of a Higher Power without anyone else's urging or influence.

Between meetings, the phone list is possibly the most effective tool we can give you. Use it when you want to smoke. We have found that none of us can do this alone. We really want you to call us. If one of us is not available, call someone else. It will make a difference in not using nicotine!

One of the purposes of our Twelve Traditions is to encourage a safe place for each individual by stressing the importance of group unity. When each of us can express our point of view without criticism or conversion we create group unity. From the humility of this unity comes strength for all to share in. Anonymity is essential because it provides confidentiality and keeps the focus on the principles of this program rather than on individual and sometimes conflicting personalities.

"God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference." As nicotine users trying to stop smoking or taking nicotine by other methods, we cannot change the cravings for this powerful drug. But, even if we can't change the craving, we can accept it. This is a program of rigorous honesty. We cannot make ourselves stop the craving, but we can live with it. So, we pray for the courage to change the things we can. And the thing we can change is our unwillingness to live, even for a short time, with the craving for the next "fix", or cigarette. If you continue to use nicotine even though you say this prayer, then say it again! Keep saying it as you reflect on what it means to you, a nicotine user. Eventually it will work, as it has for thousands of others.

## **Suggested Newcomers Packet**

The packet would be an envelope that would contain the following items.

1. The "Welcome to Nicotine Anonymous"
2. A copy of the "Nicotine Anonymous: The Program and the Tools."
3. The following three pamphlets -  
    Introducing Nicotine Anonymous®, To the Newcomer and Sponsorship, Tips for Gaining Freedom from Nicotine
4. The group Phone List
5. The regional Intergroup meeting list or a list of local meetings.



# **NICOTINE ANONYMOUS**

## **SUGGESTED GUIDELINES FOR CHAIRPERSON**

### Tradition Two

For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

### Tradition Four

Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.

### Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office. Some groups have a weekly or monthly sign-up sheet for chairperson where a member can sign up in advance for the week or month of their choice.

### Duties and Responsibilities

The chairperson, with the help of other interested members, finds a meeting place that is acceptable. (Day, time, affordable, etc.)

The chairperson may also be the Secretary and Treasurer in the beginning, if the membership is small or lacks continuity.

The chairperson is responsible for arriving early to open the building if required, or setting up the meeting area with literature or other items, such as chairs, tables or refreshments. All members present should be encouraged to participate in setting up.

The chairperson opens and closes the meeting and conducts all parts of the meetings not assigned to others. Reward punctuality by starting on time! The chairperson schedules a speaker or solicits a topic for discussion. Assignments of the short readings (The Steps, Promises, etc.) can be made before the meeting.

The chairperson moderates a group conscience on matters, such as:

The format the group wants for meetings. Some format examples are: a speaker or topic discussion meeting, a step meeting once a month or anniversary celebrations (perhaps the first or last meeting of the month).

Decide on qualifications and length of term for service positions. Some service positions the group might want are literature, chips, refreshments and Intergroup Representative.

Any member may request the taking of a group conscience. Matters may be decided by group conscience, by steering committee, or by a regular business meeting.

The chairperson ought to become familiar with and take special care to uphold our Twelve Traditions.

# **NICOTINE ANONYMOUS**

## **SUGGESTED GUIDELINES FOR SECRETARY**

### Tradition Two

For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

### Tradition Four

Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.

### Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office.

### Duties and Responsibilities

The secretary informs other local groups, the regional Intergroup, and World Services of the day, time, and place of the meeting. The name, phone number, and address (and E-mail if available) of a contact person for the group (secretary or other member) are also provided. The secretary should provide updates of this information when any changes occur. Use the enclosed World Services meeting notice form.

The secretary takes notes of the group business meetings and maintains a record of decisions made, then during the "announcements" part of the meeting, informs the group. Also announces upcoming Nicotine Anonymous events, such as the dates and location of our annual World Service Conference. Regional Intergroup meetings and functions, along with other local group anniversaries are some other items worthy of mention. If the group decides, the Secretary would order a subscription to *SevenMinutes*, so the group stays informed about World Service events and news.

The secretary maintains a list of members and phone numbers for the group phone list. Also, nicotine free dates if the group celebrates members' anniversaries. If medallions, tokens, or chips are given out to recognize member's anniversaries, the secretary would order a supply.

The secretary would be responsible for the group literature inventory and would cooperate with the treasurer on ordering supplies. If the group gives the newcomer a packet of selected items, the secretary would assemble them. A suggested format is included in this kit.

The secretary or another selected group member attends Intergroup meetings. An Intergroup consists of representatives from individual groups in a local region. Often, meeting problems and other issues can be resolved at Intergroup by sharing experience, strength, and hope with members from other meetings. Ideas and news are exchanged and Intergroup events are organized.

The secretary ought to become familiar with and take special care to uphold our Twelve Traditions.

# **NICOTINE ANONYMOUS SUGGESTED GUIDELINES FOR TREASURER**

## Tradition Two

For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

## Tradition Seven

Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions.

## Qualifications

Each group decides how long a member ought to be abstinent before taking any position, as well as the length of the term of office. We suggest 3 to 6 months as the term of office.

## Duties and Responsibilities

The treasurer is responsible for keeping an accurate accounting of all group finances in accordance with the Seventh Tradition.

The treasurer is responsible for collecting the weekly meeting contributions and book sales. For the most part, pamphlets are free for the taking but each group decides how it will be done. If the treasury has a sufficient balance, some groups offer our books at half price.

From this income the treasurer pays all costs relating to meetings such as rent, literature, refreshments, and any expenses incurred by the secretary. Some institutions, such as hospitals do not want to receive rent from the group. Providing free literature to appropriate hospital programs or making periodic donations are some ways we can satisfy the essence of our Seventh Tradition.

When the group decides, the treasurer donates any surplus funds beyond a prudent reserve (about two or three months of expenses) to the regional Intergroup and to World Services.

The treasurer is responsible for giving a treasury report periodically. We suggest the first meeting of every month as a minimum.

The treasurer ought to become familiar with and take special care to uphold our Twelve Traditions.

**WORLDWIDE MEETING DIRECTORY  
ADD/CHANGE/DELETE FORM**

Check One:       New Meeting       Update A Meeting       Delete A Meeting

**SECTION 1: MEETING INFORMATION PUBLISHED IN THE WORLDWIDE MEETING DIRECTORY**

(The information you provide us in Section 1 will be published in the Worldwide Meeting Directory. Please be as complete as possible. Remember to include special instructions (such as room numbers). For new meetings, leave Group# blank. If possible, please provide two contacts for your meeting to make it easier for prospective members to contact someone from your group. Also, since we do not publish last names, do not list a work phone number unless your company is small enough that a caller can reach you using only your first name.)

Group# \_\_\_\_\_ (As Listed In Worldwide Meeting Directory)  
Meeting Day \_\_\_\_\_ Meeting Time \_\_\_\_\_ Meeting Country \_\_\_\_\_  
Meeting Location \_\_\_\_\_  
Meeting Address \_\_\_\_\_  
Meeting City \_\_\_\_\_ Meeting State/Province \_\_\_\_\_  
Contact 1 \_\_\_\_\_ Area Code \_\_\_\_\_ Phone \_\_\_\_\_  
Contact 2 \_\_\_\_\_ Area Code \_\_\_\_\_ Phone \_\_\_\_\_  
Special Instructions \_\_\_\_\_

**SECTION 2: WORLD SERVICES CONTACT PERSON**

(The World Services Contact Person is a member of your group designated to receive correspondence from Nicotine Anonymous World Services by mail, e-mail or telephone. Section 2 information is kept confidential.)

Name \_\_\_\_\_ Area Code \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**SECTION 3: INFORMATION PUBLISHED ON OUR WEB PAGES**

(The official Nicotine Anonymous web site also offers a listing of meetings. Currently, we list only the meeting day, time, location and address. In the future, however, we may also list a phone contact or e-mail contact for groups in cases where we have been specifically authorized to do so. Section 3 should be completed only if there is a member or members of your group that are willing to have their phone number or e-mail address made available on the Nicotine Anonymous web site. Please be aware that we cannot possibly control who has access to our web site. As a result, by listing your phone number or e-mail address below, you may possibly receive unwanted solicitations, junk e-mail or worse.)

**IMPORTANT!!! PLEASE READ ABOVE WARNING BEFORE COMPLETING SECTION 3**

Web Site E-mail Contact \_\_\_\_\_ E-mail Address \_\_\_\_\_

You may publish my e-mail address on the official Nicotine Anonymous web site. Signed \_\_\_\_\_

Web Site Phone Contact \_\_\_\_\_ Area Code \_\_\_\_\_ Phone \_\_\_\_\_

You may publish my phone number on the official Nicotine Anonymous web site. Signed \_\_\_\_\_

If you are interested in Nicotine Anonymous World Services non-profit status information, you may request that information from World Services once you have registered your meeting.

Mail this form to:      **NAWSO**  
   **Attention: Worldwide Meeting Directory Coordinator**  
   **6333 E. Mockingbird Ln., Suite 147-817**  
   **Dallas, TX 75214**

Form Revised 10-31-04



# NICOTINE ANONYMOUS

ANYTOWN  
Free at Last  
GROUP

For Information Call: \_\_\_\_\_

Day \_\_\_\_\_

Time \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nicotine Anonymous is a fellowship of men and women helping each other to live free of nicotine. There are no dues or fees. The only requirement for membership is the desire to be free of nicotine.



Nicotine Anonymous offers an **Email PenPal Program** where members can share their experience, strength and hope with each other online. If you would like further information about this program, please send an email to Nicotine Anonymous World Services, Attention: Email Pen pal Coordinator at [info@nicotine-anonymous.org](mailto:info@nicotine-anonymous.org)

Some Nicotine Anonymous members cannot attend group meetings. They would like support for their program by mail. If you would like to offer or receive **Pen pal Support via regular mail**, please send the following information to Nicotine Anonymous World Services Attention: Pen pal Coordinator, 6333 E. Mockingbird Ln., Suite 147-817, Dallas, TX 75214

**Name** \_\_\_\_\_ **Phone(\_\_\_\_)** \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Nearest Towns or Cities** \_\_\_\_\_