

A GUIDE FOR COMPILING HISTORY

"Plan the work and work the plan"

I. Plan the work:

A. Getting started

1. Encourage participation by all N.A. members.
2. Seek involvement of early members.
3. You may work informally, or you may choose to form a committee and elect trusted servants, i.e., chairperson, secretary, etc.
4. Set some practical goals: Prioritize short and long-term goals, set timelines, etc.

B. Things needed

1. Willingness, desire, and resources.
2. Support of other N.A. members.
3. Funding should come from individuals, groups, areas, and regions, as defined and explained in our 7th tradition.

II. Work the plan:

A. Gathering information

1. Keep it simple.
2. To avoid duplication, keep an accurate record of all materials as you go.
3. Service committee minutes, reports, newsletters, flyers, etc.
4. Document as much as possible, especially dates.

B. Organizing information

1. Geographical
2. Chronological

III. Record the data:

A. Start with the oldest meetings in your community

1. What was the date?
2. Is the group still active?
3. Growth (How many attended the first meeting? After one year? After two years? etc.)
4. Group anniversaries, workshops, etc.
5. Problems and solutions of the first group.
6. Give a chronological order of the rest of the groups in the area, and their problems and solutions.

B. When did the area/regional service committee form?

1. Is this ASC/RSC still functioning?
2. Growth (How many groups/service committees in the beginning? After one year? After two years, etc.)
3. Subcommittee information (active, inactive, changes, etc.)
4. Area/regional newsletters.
5. Area/regional anniversaries, conventions, workshops, conferences, etc.)
6. Problems and solutions of the service committees.

IV. Important points

- A. Throughout your work, remember the miracle of personal recovery and N.A. unity.
- B. In researching, collect all accurate information.
- C. Make outlines, drafts, revisions, etc., writing down everything. Don't rely on just memory.
- D. Open communication is vital to the research process.