



**NICOTINE ANONYMOUS**

# Materials to Start a Meeting

Nicotine Anonymous® is a worldwide 12-Step fellowship for people helping each other to live their lives free of nicotine. Our recovery program uses the Twelve Steps and Twelve Traditions adapted with permission from Alcoholics Anonymous. People are welcome to join at any time. The only requirement for membership is a desire to stop using nicotine. People are not required to have stopped using nicotine before they join. 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. In addition to the Twelve Steps and Twelve Traditions, our program consists of five Tools—meetings, literature, group's phone/email contact list, sponsorship, and service (See our pamphlet, "[The Program and The Tools](#)").

Some nicotine users may choose to end their use of nicotine with the help of nicotine withdrawal aids such as the nicotine patch, nicotine gum, nicotine vaping, prescription medications, or hypnosis. Use of such products or alternative methods is up to each member. Nicotine Anonymous World Services considers such aids or alternative methods as "outside issues" and "has no opinion" on them. Yet we remain ever-mindful that providing support in order to live free of nicotine is our fellowship's primary purpose, not how an individual member may choose to get free. (For more information, see the chapter on Tradition Ten in *Nicotine Anonymous: The Book* and the pamphlet, "[Abstinence: What Is It?](#)")

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Thank you for requesting *Materials to Start a Meeting*. It includes:

- Each of our [pamphlets](#) and [books](#)
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- Guidelines for service positions
- Sample meeting formats (6) to help you create your own
- Meeting Add Form to submit
- The Twelve Steps and Twelve Traditions of Nicotine Anonymous
- Our Promises
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- Newcomer's Welcome, two samples
- Suggested Newcomer Packet
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- *SevenMinutes* Order Form

We appreciate your interest and initiative to bring this resource to your community. Members who have started meetings typically express their gratitude for how the effort helps their recovery. You will also be supporting Step Twelve as you become a part of the recovery for the new members who join the meeting over time.

Our [website](#) displays a copy of each of our current [pamphlets](#) so you can read and decide the ones you want to purchase at <https://www.nicotine-anonymous.org>. Click the [Literature](#) tab. Our books, booklets, CDs, MP3s, and other items are also available at our [Store](#) or, to make a literature order by mail, use our literature order form (enclosed). Issues of our newsletter, [Seven Minutes](#), can be read on our website by clicking on the Newsletter tab. A mailed subscription (for printed copies) can be obtained at our Store, or by mailing in the literature order form. Printed copies of *Seven Minutes* include an updated Worldwide Meeting List with each January issue.

## INTRODUCTION

We are happy you want to start a meeting and we want you to succeed. Therefore, these materials include details and explanatory notes. All of the following are suggestions; they represent our collective experience of what has worked.

We are assuming you are new to our fellowship and there may not be 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 these materials and visit an existing nearby meeting. Doing so will provide first-hand experience and support. You can also email us for assistance at: [info@nicotine-anonymous.org](mailto:info@nicotine-anonymous.org)

When you start a meeting, please fill out the enclosed Meeting Add Form and forward it to us [OR register your meeting online](#). The information about your meeting will be included in our [Worldwide Meeting List](#). With your permission, the first name and email and/or phone number of the contact person for your group will be included. The meeting location will also be published in the next issue of *SevenMinutes*, our quarterly newsletter. This will help local people and visitors find your meeting. The information you provide will also let us communicate with you. Once a meeting is registered with us, our office will mail a copy of each piece of our literature to get your meeting started.

[Nicotine Anonymous World Services](#) exists to serve the needs of members and groups around the world. Group or individual member contributions are gratefully accepted and are used to continually support all the services and materials that our fellowship provides to all nicotine addicts who seek recovery.

We welcome your letters with suggestions, ideas, or announcements. If you have more requests or questions, please email or write us. Sign up to receive our [NicA News](#), World Services email communication with members to stay up-to-date.

### Commitment

One of the most powerful attributes a person can possess is the power of commitment. Starting a meeting—just as the recovery process itself—has its challenges to endure. Our slogan “*Lengths Become Strengths*” reminds us of how we gain by stretching ourselves to new lengths.

We suggest you make a personal commitment to keep the meeting open for a minimum of three months. Some of us make commitments of up to a year because we have found it takes time to get a meeting established. Good intentions do not always work out immediately. Sometimes the early excitement of one’s efforts can turn into frustration and disappointment. If you are the lone person at the meeting for a while, know that is not an unusual experience for a new meeting. Attendance can ebb and flow, even at established meetings. If there are other like-minded people to help in the beginning, it makes things easier. Members ask their Higher Power and/or supportive people to help maintain hope. Maintaining the commitment to keep the

meeting going (so that it is available when a newcomer arrives) will be very gratifying and also help you succeed in your own recovery process.

## Guiding Principles

The program's guiding principles are offered as suggestions based on the wisdom of our experience. The [Twelve Traditions](#) (see page 27) provide form and unity to our entire fellowship. Here are comments regarding three of them that are particularly relevant to conduct a meeting.

**Tradition One** – *“Our common welfare should come first; personal recovery depends on Nicotine Anonymous unity.”*

Each member of Nicotine Anonymous is a part of the whole fellowship. Nicotine Anonymous is a program of mutual support, between individual members as well as between members and Nicotine Anonymous World Services. When we all adhere to the program's core spiritual principals and guidelines, unity is created. Experience has shown that our personal recovery depends upon the power of that unity.

**Tradition Four** – *“Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.”*

A balance is sought between Tradition One and Tradition Four. Being autonomous, your new group will decide which suggestions you will use from those in the meeting formats. The group will decide which conference-approved literature will be made available for the members. You may offer some literature for free, while others for a price. The group is free to choose by conducting a group conscience. (More about this further ahead.) Each group is responsible unto itself. So, where does group autonomy end? It ends with the word "except" ....*"except in matters affecting other groups or Nicotine Anonymous as a whole."*

Adhering to the fellowship definition of abstinence from using nicotine is a prime example. Suppose all members in the group are smokers or tobacco chewers. Instead of using the fellowship definition of abstinence, the group decides that the quit smoking (or chew) date will be used as their members' anniversary date. This can result in a situation where some members continue to use nicotine in another form (such as the patch, gum, e-cigarettes, or snuff). The smokers or chewers in this group—who became abstinent from all use of nicotine when they quit smoking or chewing— would likely feel different from other members who were not abstinent from all use of nicotine. Can you see how this discord could also affect other groups and Nicotine Anonymous as a whole? Consider the impact on members who move to other locations and find a meeting that is not following the core principles and policies of Nicotine Anonymous. So how does a group decide these things, especially to determine if a decision could affect the fellowship as a whole? In this instance, please refer to our pamphlet: [Abstinence – What Is It?](#) Answers to other common questions can be found in our [Traditions Booklet](#), or you may contact us for guidance.

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/date. (It is usually scheduled right after the regular meeting.) The chairperson 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 suggestion of "substantial" would be two thirds of those present. During the announcement section of subsequent regular meetings, the chairperson informs the group of the voted decision so that members not present for the group conscience are made aware.

A **business meeting** differs from a group conscience. All a decision requires at a business meeting to pass is a simple majority. Business meetings are held to decide such things as electing the next secretary or treasurer, or how much of the group funds will be contributed to Nicotine Anonymous World Services and/or the region's [Intergroup](#). Simply put, a business meeting is used to conduct the ongoing business of the group.

**Tradition Seven** – *“Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions.”*

An aspect of autonomy is to be fully self-supporting. Each group takes responsibility for itself, since acting responsibly is part of recovery. Adhering to Tradition Seven requires (as well as fosters) unity within the group. Contributions to Nicotine Anonymous World Services is how members and/or groups help the fellowship as a as an organization be self-supporting.

All of these Traditions work together to support personal recovery, group unity, and fellowship unity.

## Meeting Place

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. Hospitals, churches, banks, and community facilities (such as libraries, recreation centers, or health departments) are likely meeting places. Such locations are usually inexpensive. Try to negotiate a flexible rent that you can afford in the beginning. 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 arrange a periodic donation to a department, such as Community Services. This will keep your group in line with the Seventh Tradition of Nicotine Anonymous to remain [self-supporting](#).

### Other meeting platforms

Contact chairpersons from the FreeBridge phone meeting for assistance with setting up a new phone meeting. Contact chairs from Voice Of Nicotine Recovery (VONR) for assistance with setting up an online voice share meeting.

Contact chairs from video conferencing meetings for assistance with setting up one of those online meetings.

## Outreach

Ask others willing to help with these efforts:

1. Prepare a flyer (sample enclosed) and ask owner's permission to place copies in hospitals, clinics, libraries, pharmacies, laundromats, supermarkets, convenience stores, and other high traffic locations in your area. Provide them with a brief description of Nicotine Anonymous (a mutual support group which people can join at any time with no dues or fees). Ask your own doctors and dentist—even your veterinarian—to keep meeting cards and literature available to provide to their clients. When funds are available, do a mailing to medical establishments including acupuncturists, social work counselors, and therapists. Include the pamphlets [Introducing Nicotine Anonymous to the Medical Profession](#), [To the Newcomer and Sponsorship](#), and [HOW Nicotine Anonymous Works](#).
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. Our website's Store has a free audio PSAs available. At <https://www.nicotine-anonymous.org>, click on the [Outreach tab](#) and scroll down to download PSAs.
3. Inform your county chapters of the American Lung Association, American Cancer Society, American Heart Association, local Health Department and Mental Health Department, as well as any local smoking cessation programs. And remember to inform us—please fill out the [Add Meeting List Form](#).

## Conducting the Meeting

Here are some guiding pointers for conducting a meeting. Each group decides on the terms for a member to act in a service position such as chairperson, secretary, and treasurer. Some groups may decide that meetings be conducted by members who are abstinent from nicotine, if possible. Such groups may believe that new members stand a better chance of receiving help by being in a group led by members who can show by example that they are living free from nicotine.

Other groups may simply follow Tradition Three: *“the only requirement for Nicotine Anonymous membership is a desire to stop using nicotine.”* Such groups may believe that even members who have not yet become abstinent from nicotine gain benefits of self-worth from such service. Chairing a meeting also necessitates that such members keep showing up.

Our members find that getting involved in the program is very helpful in stopping the use of nicotine in any form. Service positions can be created such as being responsible to unlock/lock the meeting door, setting up chairs/meeting materials, and doing outreach activities (e.g., posting meeting flyers). Using the Tool of service in some manner is valuable to any member's recovery, whether or not they are abstinent from nicotine. More information about service positions is included in this kit.

## SERVICE POSITIONS FOR GROUPS

According to our Second Tradition, members who volunteer “*are but trusted servants; they do not govern.*” The following are suggested guidelines.

### Chairperson

#### *Qualifications*

Each group decides whether or not a member needs to be abstinent from nicotine and for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. 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 can be 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. (Another member can also volunteer for providing this set-up service with a term length determined. However, all members present can help participate in setting up.)

The chairperson opens and closes the meeting and conducts all parts of the meeting format not assigned to others. The chairperson may solicit a topic for discussion (e.g., acceptance, gratitude) or a reading from our conference-approved literature (such as a chapter from [Nicotine Anonymous: The Book](#) on a Step/Tradition, a pamphlet, or a daily meditation from [A Year of Miracles](#) or [Reflections on Freedom](#)). The chairperson may also schedule a speaker. (For example, a member celebrating an anniversary or a member from another Nicotine Anonymous group.)

The chairperson may moderate (or delegate to a member) group conscience or business meetings on matters such as:

- the overall format the group wants for meetings
- the focus of a particular meeting (e.g., a topic, Step, or a speaker)
- whether such meetings are scheduled in advance (e.g., once a month)
- when and the manner in which to celebrate a member’s abstinence anniversary (e.g., the first or last meeting of the month, or the next meeting after the anniversary date)
- qualifications and length of term for service positions (e.g., treasurer, secretary, literature arranger, anniversary chip distributor, phone/email list editor, refreshment set ups, and Intergroup Representative). Each of these positions could be held by an individual member or some positions could be combined among willing members
- an identifying name for the group

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 may also be the secretary and treasurer in the beginning, if the membership is small or lacks continuity.

The chairperson needs to become familiar with all conference-approved literature and our definition of abstinence from nicotine (see pamphlet [Abstinence: What Is It?](#)). The chairperson should also take special care to uphold our [Twelve Traditions](#) (see page 27) and [Our Preamble](#).

## Secretary

### *Qualifications*

Each group decides whether or not a member needs to be abstinent from nicotine and abstinent for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. Some groups have a weekly or monthly sign-up sheet for secretary where a member can sign up in advance for the week or month of their choice.

### *Duties and Responsibilities*

The secretary initially informs other local groups, the regional Intergroup, and Nicotine Anonymous World Services of the day, time, and place of the meeting. The name, phone number, and mailing address (and e-mail if available) of a contact person for the group (secretary or other member) should also be provided. The secretary provides updates of this information when any changes occur. Use the enclosed World Services Meeting Change Form or the form on the fellowship website.

The secretary takes notes during the group business meeting and maintains a record of decisions made. They then inform the group during the “announcements” part of meetings. The secretary also can announce any upcoming Nicotine Anonymous events such as the dates/location of our annual [World Service Conference](#), regional Intergroup meetings/functions, or local group anniversaries.

The secretary can maintain a member phone/e-mail list and provide copies for members (especially newcomers).

The secretary could cooperate with the treasurer on ordering sufficient amounts of conference-approved literature, anniversary medallions (tokens/chips), or other supplies the group decides it wants. If the group decides to give a newcomer a packet of selected items, the secretary could assemble them. (A suggested packet is included in this kit.) The secretary can maintain a copy of the Materials to Start a Meet as part of the group’s literature collection for members to access and review.

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 meetings by sharing experience, strength, and hope with members from other meetings. Ideas and news are exchanged and Intergroup events are organized.

The secretary needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Preamble.



## Treasurer

### *Qualifications*

Each group decides whether or not a member needs to be abstinent from nicotine and for how long before taking any position. Each group also decides the length of the term of office. One suggestion is 3 to 6 months. Some groups decide a term of one year. Whenever possible, we suggest choosing a trusted member who has shown a consistent commitment to attend the meetings.

### *Duties and Responsibilities*

The treasurer is responsible for keeping an accurate accounting of all group finances in accordance with the Seventh Tradition. When the group decides, the treasurer donates any surplus funds (beyond a prudent reserve of about two or three months of expenses) to the regional Intergroup and to Nicotine Anonymous World Services. The treasurer is responsible for giving a treasury report periodically. We suggest the first meeting of every month.

The treasurer is responsible for collecting the weekly meeting contributions and funds from literature sales. Typically, groups offer the pamphlets for free. If the treasury has a sufficient balance, some groups offer our books at a reduced price.

From the group's income the treasurer pays all costs relating to meetings such as rent, literature, subscription to *Seven Minutes*, refreshments, any expenses incurred by the secretary, and donations to the regional Intergroup and World Services.

Some institutions (e.g., hospitals, community centers) 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. Such donations are not considered an endorsement of any such institution or organization.

The treasurer needs to become familiar with—and take special care to uphold—our Twelve Traditions and Our Preamble.

## Key Person

If a door needs to be unlocked/locked to use a meeting space, a member (and a backup), needs to be responsible for the key. The key person should carry the phone/e-mail list in case he/she becomes unavailable to open up the meeting space, he/she can contact someone else to be responsible. The key person often serves as the person who sets up the meeting (i.e., putting out literature, arranging chairs, etc.). This could be the chairperson or other members.

## Sponsors

Agreeing to be another member's sponsor is a position of service. Information about sponsorship can be found in the pamphlet, [\*To the Newcomer and Sponsorship\*](#), as well as in the [\*Newcomer's Booklet\*](#), and [\*Sponsorship in Nicotine Anonymous \(booklet\)\*](#).

## SAMPLE MEETING FORMATS

It is customary for the chairperson to read most sections of the meeting format. However, the responsibility for reading some sections can be divided among members. The meeting format adds structure to the meeting. In these materials, we supply five sample meeting formats to assist you in preparing your own format. Each varies in how it is arranged and on its main focus. You are welcome to mix and match any parts of these formats as you see fit. “Take what you want and leave the rest.”

The following comments refer to the suggested Meeting Formats on the next several pages.

### Group Name

Many groups include the town the group meets in as the name while others create their own identifier. For example, Stepping Up, New Life, Phoenix Rises, Gifts of Recovery, and Free at Last. We encourage you to come up with your own. You can check the Worldwide Meeting List at [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org) to see other names, and ensure yours is unique.

### Our Preamble

The original copyright is by the AA Grapevine, Inc. We requested and received permission from the AA Grapevine to adapt and reprint it for our use. Permission was granted with the understanding we would reprint it exactly as it is shown in these materials. We ask you to do the same, in the spirit of unity in Tradition One. In addition, we provide copyright attribution.

### The Twelve Steps and the Twelve Traditions

The original copyright is by Alcoholics Anonymous World Services, Inc. We requested and received permission from the Alcoholics Anonymous World Services to adapt and reprint it for our use. Permission was granted with the understanding we would reprint both exactly as shown in this kit and we do so whenever we print. In addition, we provide copyright attribution. We ask you to do the same, in the spirit of unity in Tradition One.

### Literature

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 and displayed at the meeting. New groups may have to charge for everything at first. When treasury supports it, groups will often 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 “outside” articles on nicotine and recovery. If this is the group’s choice, we suggest that this material be kept separate or clearly labeled so as to not

confuse members about what is non-program and conference-approved World Services material. Some groups use colored folders to differentiate between the two. Literature may be ordered from our Store at [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org).

## **Service**

Service is an important part of our program. Examples include: attending meetings regularly, setting up the meeting room, ordering literature, preparing newcomer packets, greeter (welcoming newcomers), continue to post meeting flyers, becoming a sponsor, serving as chairperson, treasurer, secretary, Intergroup Representative, or Delegate at our annual conference. There are also service opportunities available within Nicotine Anonymous World Services. Go to the About Us tab at [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org) and then click on Service for more information

## **Anniversary**

Celebrations recognize individual member anniversaries. Many groups give out a token or chip for recognition. Nicotine Anonymous World Services has no official opinion on any recognition award, nor are we affiliated with any outlet that offers these products. Each group can determine its own anniversary format. Again, for Nicotine Anonymous unity, we ask that groups use the fellowship's definition of abstinence to determine the amount of continuous time when recognizing a member's anniversary.

## **SAMPLE 1: Meeting format focused on Nicotine Anonymous literature, topic, or anniversary**

Welcome to the [group name] of Nicotine Anonymous. My name is \_\_\_\_\_, and I'm your chairperson tonight. Please remember, we turn off or silence our cell phones during the meeting (Mute if video-conferencing).

We introduce ourselves by first name only. *(each introduces themselves)*.

Welcome everyone. If you are new here, welcome. *(if newcomer(s) read Newcomer's Welcome)*

Now, let us have a moment of silence to do with as you wish, followed by the Serenity Prayer. *(pause. . . .)*  
*(Aloud together)* God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.

Nicotine Anonymous® is a fellowship of people 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 the 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.

*(Our Preamble—Reprinted for adaptation with permission of the A.A. Grapevine)*

The Twelve Steps and Twelve Traditions (adapted from Alcoholics Anonymous) are the spiritual foundation of this program. The Steps are the gentle guidelines we use to help lift this addiction from our lives. By spiritual, we do not mean religious. The reference to *God* in the Twelve Steps conveys one of the concepts the fellowship uses to involve a Power greater than ourselves in our recovery. Each person comes to their own understanding of a Higher Power. For further explanation, see the pamphlet, "Our Policy of Openness: Our Higher Power as Each May Come to Understand."

Would someone please serve the group by reading the Twelve Steps? *(volunteer reads)*

Thank you \_\_\_\_\_ *(volunteer's name)*.

The Twelve Traditions provide form and unity to our entire fellowship. Tonight, I will read one, which is number \_\_\_\_ [same as the Step we're reading, the number of the current month, or chairperson's choice].

In addition to meetings, this fellowship offers four other Tools to help us gain and maintain freedom from this cunning and dangerous addiction. *(only read blue sections when newcomers are present)*

- Literature—[consisting of free pamphlets and books sold at cost.](#)
- Phone/Email List—[of members willing to offer support between meetings.](#)
- Service—[to the fellowship enhances recovery through action.](#)
- Sponsorship—[offers additional support and guidance for using this program.](#)

We also have a pamphlet, "Tips for Gaining Freedom from Nicotine." Most of us have discovered that if we want to be free of nicotine, we need to become willing to go to any length. This program offers us a way to live free of nicotine.

If you have any questions, please ask someone after the meeting or on the phone.

The format of tonight's meeting is: *(1 of 3 options, either)*

(1.) to first read \_\_\_\_\_ *(from The Book or a Nicotine Anonymous pamphlet)*

(2.) an open topic. Are there any suggestions? *(at last meeting of month)*

(3.) an anniversary to celebrate *(celebrant chooses reading/topic and is lead speaker)*

*(if #1) Would someone please start the reading of \_\_\_\_\_? (members in turn read a paragraph)*

We now go around the circle and each person can share or pass as they choose. When we each share our own experience, strength, and hope, we refrain from cross talk. This means we focus on ourselves and we do not interrupt, criticize, or offer unsolicited advice directly toward another member. Our group uses these two timers to allow each member equal time (six minutes) to share and focus on his or her recovery experience. The phone and email list as well as sponsors are available for further support between meetings. Would someone like to start? *(Sharing in round robin fashion)*

Thank you all for sharing. Can we recognize anyone tonight with a celebration chip? *(chips are passed around)* According to the Seventh Tradition, we are self-supporting through our own voluntary contributions. Our group asks that each member consider the amount of money that used to be spent each day on nicotine. In gratitude we give what we can. The money we collect goes for rent, literature, and when the group votes, to help our regional Intergroup and Nicotine Anonymous World Services serve all nicotine addicts who seek recovery.

As we pass the basket are there any Nicotine Anonymous announcements?

Please remember that after the last meeting of each month a business meeting can be held.

Would a volunteer please serve the group by reading Our Promises? *(reads Our Promises)*

In closing we remember the Twelfth Tradition because it is essential that anonymity and confidentiality are respected. The opinions expressed here were strictly those of the person who shared them. Take what you want and leave the rest. Nicotine addiction is difficult to stop and can bring up many issues. We can unburden our hearts and minds more freely if we can trust that who we see and what we hear stays within our room. Remember, we suggest using the Tools of the program instead of using nicotine.

*(At the last meeting of each month we ask someone to read the Third Step Prayer)*

In honor of both our willingness to be here tonight and our group's hope to be free of nicotine, we invite you to join hands, because together we can do what we could not do alone, and then say the 'WE' version of our Serenity Prayer. *(group recites Serenity Prayer, then "it works if you work it, so work it you're worth it.)*

Thank you all for coming tonight. *(Chair et al.: Greet any newcomers, answer questions, and invite anyone to be added to the phone list.)*

## SAMPLE 2: Meeting Format for a Main Speaker Meeting

Let's open the meeting with a moment of silence to do with as you wish, followed by the Serenity Prayer  
(*pause. . . .*)

(*Aloud together*) 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.

Welcome to the [group name] of Nicotine Anonymous, my name is \_\_\_\_\_, I am powerless over nicotine, and I will be your chairperson for this meeting.

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 the 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.

(*Our Preamble—Reprinted for adaptation with permission of the A.A. Grapevine*)

Are there any newcomers? (*Welcome with chip and/or packet*) Welcome! We suggest that newcomers come to several meetings before deciding whether this program can help you. According to Tradition Three, "*the only requirement for Nicotine Anonymous membership is a desire to stop using nicotine.*" You are welcome here even if you have not already stopped using nicotine in any form.

Nicotine Anonymous is based on universal spiritual principles that have helped members first gain and then maintain freedom from nicotine. The program of Nicotine Anonymous consists of the Twelve Steps and Twelve Traditions as well as the five Tools: meetings, literature, sponsorship, phone/email list, and service.

- We have found that the Twelve Steps of recovery, adapted from Alcoholics Anonymous, can be a powerful guide to lift nicotine addiction from our lives. (*pass around and read the Twelve Steps of Nicotine Anonymous*)
- As the Twelve Steps describe a personal path to recovery, the Twelve Traditions provide form and unity to our fellowship. I will now read Tradition # \_\_\_\_\_.
- If you don't have a sponsor, we recommend that you ask someone as soon as possible. Please see the pamphlet *To the Newcomer and Sponsorship*. On the table, we have phone/email lists of members willing to be contacted between meetings for support.
- We also have current meeting lists for our region. The pamphlets are free for the taking. The books are priced at our cost. See the chairperson after the meeting.
- According to the Seventh Tradition there are no dues or fees, but we are self-supporting through our own contributions. The money we collect goes for rent, literature, and when the group votes, to help our regional Intergroup and Nicotine Anonymous World Services serve all nicotine addicts who seek recovery. (*pass the collection basket*)

- Are there any Nicotine Anonymous announcements? (*call on the secretary to report, and the treasurer to report once a month*)

We meet here every (day) at (time). The format of this meeting is that we have a speaker to open the meeting, followed by members' sharing. If a speaker is not available, we read a part of *Nicotine Anonymous: The Book* and then take turns sharing after each paragraph (or section). When we share, we introduce ourselves by first name only. We ask that you refrain from cross talk, criticism, or unsolicited advice toward other members. Please be mindful of the length of your share so that others will have an opportunity to share.

*(Speaker shares, or reading begins)*

### **Closing the meeting:**

Will someone please be of service by reading Our Promises? (*ask someone to read them*)

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, or how many other 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/e-mail list. Please stay after the meeting for fellowship or to ask questions.

In honor of both our willingness to be here and our group's 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.*

### **SAMPLE 3: Meeting format focused on *Nicotine Anonymous: The Book* (Steps or Tradition chapters)**

Welcome to the (group name) meeting of Nicotine Anonymous. My name is \_\_\_\_\_ and I am a recovering nicotine addict.

I have asked \_\_\_\_\_ (*member volunteer*) to read the Third Step Prayer.

Thank you \_\_\_\_\_ (*member volunteer*).

Now, please join me in 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® 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 the 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.

*(Our Preamble—Reprinted for adaptation with permission of the A.A. Grapevine)*

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

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

We found that there is really no perfect time to quit using nicotine. When a member quits using nicotine is left up to them. Use what you learn here and file the rest for future reference. Also, any past attempts to quit nicotine are valuable practice and represent a sincere honest desire to gain freedom from nicotine. Do not become discouraged. Make abstinence from nicotine a celebration and a challenge.

At this meeting we raise our hand to be recognized by the chairperson when we want to share. There is no smoking, vaping (e-cigarette use), or tobacco chewing permitted. There is no break at this meeting, but help yourself to our refreshments. Please remember to refrain from no cross talk. This means, we don't question or comment while someone else is sharing. If necessary, please limit your sharing so others have an opportunity to share. After the meeting, you may get together with anyone to ask questions or visit.

This meeting uses *Nicotine Anonymous: The Book* as a focus for sharing our experience, strength, and hope. The meeting starts at \_\_\_\_\_ and continues until \_\_\_\_\_. If you do not get a chance to share, look for someone after the meeting to do so. We encourage sponsorship and the phone list as additional ways to work the Steps with other members.

Even if you think you are not ready to quit using nicotine today, you are welcome to simply listen with an open mind.

I have asked \_\_\_\_\_ (*volunteer member*) to read the Twelve Steps.



I have asked \_\_\_\_\_ (*volunteer member*) to read the Twelve Traditions.

The secretary can now report any announcements.

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

We now give out any celebration chips for continuous time of nicotine abstinence.

We now read a Step (or Tradition) chapter from *Nicotine Anonymous: The Book*. Tonight, we will read (Step/Tradition) \_\_\_\_\_. (*Volunteers read sections of the chapter*)

The meeting is now open to share your own experience, strength, and hope.

**Closing the meeting:**

According to the Seventh Tradition, we are self-supporting through our own voluntary contributions. In gratitude we give what we can. The money we collect goes for rent, literature, and when the group votes, to help our regional Intergroup and Nicotine Anonymous World Services serve all nicotine addicts who seek recovery.

I have asked \_\_\_\_\_ (*volunteer member*) to read "Our Promises." (*reads Our Promises*)

After a moment of silent meditation for the nicotine addict still suffering, would \_\_\_\_\_ (*volunteer member*) please lead us in the Serenity Prayer (or Third Step Prayer or Seventh Prayer). (*These are Conference-approved.*)

#### Sample 4: Meeting format focused on a chosen topic

*(The chairperson can ask members to select a topic before beginning a meeting.)*

Chairperson: Welcome to the (time) meeting of (group name) of Nicotine Anonymous. My name is \_\_\_\_\_  
I am a nicotine addict and your chairperson tonight.

Thank you all for coming. Let us have a moment of silence, followed by the Serenity Prayer. *(pause. . . .)*

*(Aloud together) 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® 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 the 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.

*(Our Preamble—Reprinted for adaptation with permission of the A.A. Grapevine)*

Who will read the Twelve Steps? *(member volunteers to read)*

Who will read the Twelve Traditions? *(member volunteers to read)*

Who will read Our Promises? *(member volunteers to read)*

Now, we'll take a moment to introduce ourselves by first name only. You may tell us your date of abstinence if you wish. Please also let us know if you are a newcomer to Nicotine Anonymous. We'll start on my right.  
*(members introduce themselves)*

*(if there are newcomers)* We would like to provide a newcomer's packet to any newcomers and ask other willing attendees to write their name and contact information on the back. If you are new to this program, we encourage you to come to more than one meeting before deciding whether it can be of benefit to you.

Sponsors are nicotine addicts who have learned to live life without using nicotine. To help you in your quest, we suggest you consider and ask such a member to be your sponsor. It is also suggested that you choose one of the same gender and sexual orientation. Now, for the benefit of those who need a sponsor, will those willing to a sponsor please raise their hand?

We have a member contact list available of those willing to talk with you in times of need. We strongly believe 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 list.

The suggested topic for this meeting is \_\_\_\_\_.

*(Introduce topic, speaker, or ask if anyone in attendance has a "burning desire" they would like to discuss, then let the sharing begin by either round robin or a show of hands.)*

We now open the meeting for sharing. We do not cross talk at our meetings. This means, 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. While sharing your comments, please consider the size of the group so everyone may have an opportunity to speak tonight.

**Closing the meeting:**

*(Passing the basket)* In keeping with the Seventh Tradition, which states “*Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions*”. The money we give is to cover our group’s expenses, and when we are able, to donate to our regional Intergroup and/or Nicotine Anonymous World Services. Guests and newcomers need not donate.

*(Chips)* This group follows the chip system to recognize members in their quest for freedom from nicotine. The group offers support to each individual in their personal determination to recover from nicotine addiction. Annual milestones are celebrated at the last meeting of every month. Every member with an anniversary during that month will be honored with cake and honor us with their success stories. Is there anyone here tonight with a continuous period of time free from nicotine who has not already received a chip?

We have a “Desire Chip”. Is there anyone here with a desire to begin abstaining from nicotine for 24 hours? If so, we have a desire to give you this chip.

*(Closing)* Anyone in our group may get involved and chair a meeting. The directions are right here in this folder. Who will volunteer to chair this meeting next week?

Are there any Nicotine Anonymous announcements from members?

Everyone is invited to participate in the business meeting held after the first meeting of each month.

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

If you haven’t been with us long, whatever your problems, it is likely there are those among us who have had similar ones as well. If you keep an open mind, you may come to realize that there is no situation too difficult to be eased, and no unhappiness too great to be lessened.

Remember, we suggest using the five Tools of Nicotine Anonymous rather than nicotine.

May we support each other by letting the understanding, peace, and love of the program grow within us one day at a time.

***(Closing prayer)*** Will all who care to, join me in reciting *(the Serenity Prayer, Third Step Prayer, or Seventh Step Prayer)*?

## **SAMPLE 5: Meeting format using the *Step Study Workbook***

Welcome to the (group name) of Nicotine Anonymous. My name is \_\_\_\_\_, and I'm your chairperson today. Please remember, we turn off or silence our cell phones during the meeting.

Now, let us have a moment of silence to do with as you wish, followed by the Serenity Prayer. (*pause. . . .*)  
(*Aloud together*) *God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.*

We introduce ourselves by first name only. (*each introduces themselves*)  
Welcome everyone. If you are new here, welcome. (*if newcomer(s) read Newcomer's Welcome*)

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 the 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.

*(Our Preamble—Reprinted for adaptation with permission of the A.A. Grapevine)*

The Twelve Steps and Twelve Traditions (adapted from Alcoholics Anonymous) are the spiritual foundation of this program. By spiritual, we do not mean religious. The reference to *God* in the Twelve Steps conveys one of the concepts the fellowship uses to involve a power greater than ourselves in our recovery. Each person comes to his or her own understanding of a Higher Power. For further explanation, see the pamphlet, "Our Policy of Openness: Our Higher Power as Each May Come to Understand." The Steps guide us in a process that lifts this addiction from our lives.

Would someone please serve the group by reading the Twelve Steps? (*volunteer reads*)

Thank you \_\_\_\_\_ (*volunteer's name*).

The Twelve Traditions provide form and unity to our entire Fellowship. Tonight I will read one, which is number \_\_\_\_\_ (*chairperson's choice*).

In addition to meetings, this fellowship offers four other Tools to help us gain and maintain freedom from this cunning and dangerous addiction: Literature, Phone/Email List, Service, and Sponsorship. There is also our pamphlet with 55 tips on gaining freedom from nicotine. Most of us have discovered that if we want to be free from nicotine, we need to become willing to go to any length. This program offers us a way to reach our goal.

If you have any questions, please ask someone after the meeting or on the phone.

The format of tonight's meeting is to continue working through the *Step Study Workbook* from where we left off last week. Some members have their own Workbooks; some members may have their answers filled in. If you don't have a Step Study Workbook you can borrow one for this meeting, but use this scrap paper to write down your responses to the questions.

As we read each workbook question, we will then go around the circle and each person can share or pass as they choose. Share only what you are comfortable with revealing at this time. Remember, you have a sponsor you can work with on your responses. When we each share our responses, we refrain from cross talk. This means we focus on ourselves and we do not interrupt, criticize, or offer unsolicited advice directly toward another member.

Would someone please start tonight's reading of \_\_\_\_\_?

*(The group goes about working the Workbook. The chairperson needs to keep track of the time and stop the Step work in order to leave enough time for the rest of the meeting format to be conducted.)*

### ***Closing the meeting:***

Thank you all for sharing. Remember, the phone and email list as well as sponsors are available for further support between meetings.

Before we close, can we recognize anyone tonight with a celebration chip? *(Chips are passed around)*

According to the Seventh Tradition, we are self-supporting through our own voluntary contributions. Our group asks that each member consider the amount of money that used to be spent each day on nicotine. In gratitude we give what we can. The money we collect goes for rent, literature, and when the group votes, to help our regional Intergroup and Nicotine Anonymous World Services serve all nicotine addicts who seek recovery.

As we pass the basket are there any Nicotine Anonymous announcements?

Please remember that after the last meeting of each month a business meeting can be held.

Would a volunteer please serve the group by reading *Our Promises*? *(reads Our Promises)*

In closing we remember the Twelfth Tradition because it is essential that anonymity and confidentiality are respected. The opinions expressed here were strictly those of the person who shared them. Take what you want and leave the rest. Nicotine addiction is difficult to stop and can bring up many issues. We can unburden our hearts and minds more freely if we can trust that who we see and what we hear stays within our room. Remember, we suggest using the Tools of the program instead of using nicotine.

*(At the last meeting of each month we ask someone to read the Third Step Prayer).*

In honor of both our willingness to be here tonight and our group's hope to be free of nicotine, we invite you to join hands, because together we can do what we could not do alone, and say our Serenity Prayer closing. *(Group recites the We version of the Serenity Prayer, then "it works if you work it, so work it you're worth it".)*

Thank you all for coming tonight. *(Chair et al.: Greet any newcomers, answer questions, and invite anyone to be added to the phone/email list.)*

## SAMPLE 6: Meeting format for a video-conferencing meeting

Welcome to the \_\_\_\_\_ Group of Nicotine Anonymous. My name is \_\_\_\_\_ and I'm your chairperson today. Please raise your hand if you are new to Nicotine Anonymous. *[If newcomer: Welcome, we are glad you are here and hope you will come to several meetings before deciding whether this program can help you. [or option B, if small group, read Newcomers Welcome] After the meeting, we'll answer any questions you have about our fellowship.*

Now, let us have a moment of silence to do with as you wish, followed by the Serenity Prayer. *[Pause. Then together] God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.*

We ask everyone to please put your phone ringers on silent mode and mute yourself during this online meeting when you are not speaking so as not to disrupt the meeting.

Nicotine Anonymous ("NicA") is a 12-step fellowship of people sharing our experience, strength, and hope with each other so that we may be free from this powerful addiction. We welcome all those seeking freedom from nicotine, including those using cessation programs or nicotine withdrawal aids. The only requirement for membership is the *desire* to stop using nicotine in any form. 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 religious denomination, political entity, or organization. Our primary purpose is to offer support to those who are trying to gain freedom from nicotine.

The Twelve Steps and Twelve Traditions are adapted from Alcoholics Anonymous. They are the spiritual foundation of this program. The Steps provide a spiritual approach to first gain, and then maintain freedom from nicotine. By spiritual, we do not mean religious. The reference to God in the Twelve Steps conveys *one* of the concepts the fellowship uses for involving a Power greater than ourselves in our recovery. Each person comes to their own understanding of a Higher Power. For more information, please see the pamphlet, *Our Policy of Openness: Our Higher Power As We May Each Come to Understand*.

Would someone please serve the group by reading the *Twelve Steps of Nicotine Anonymous*? *[volunteer reads]*

The Twelve Traditions provide form and unity to our entire Fellowship. Today, I will read one, which is number \_\_\_\_\_ *[reads one related to the number of the month or volunteer reads all Traditions]*

*[only read blue sections when newcomers are present]*

In addition to meetings, this Fellowship offers four other Tools to help us gain and maintain freedom from this cunning and dangerous addiction:

- Literature – *consisting of pamphlets and books.*
- The Group's Phone/Email Contact List – *of members willing to offer support between meetings.*
- Service – *to the fellowship enhances recovery through action such as chairing a meeting or as a co-host*
- Sponsorship – *offers additional one-to-one support and guidance for using this program.*

We also have a pamphlet with 55 Tips. Most of us have discovered that if we want to be free of nicotine, we need to become willing to go to any length. This program offers us a way to live our lives free of nicotine.

NicA literature and other meeting information are available at the World Services website. Links are posted in the Chat section. To be included in our group contact list, post your phone and/or email in the Chat section to receive our list.

According to the Seventh Tradition, there are no dues or fees, but we are self-supporting through our own contributions. Our group asks that each member consider the cost of one day's use of nicotine. In gratitude, we give

what we can. The money goes for our internet costs and when the group votes- to help our Intergroup and World Services support all nicotine addicts who seek recovery. To contribute to this group, contact our treasurer. Contributions to support World Services can also be made. The information for both is posted in the Chat section.

Are there members with any Nicotine Anonymous-related announcements? *[announcements]*

The format of today's meeting is: *[chair picks and announces an option]*

- A. Read a Step in *The Book* *[if newcomers: Step One, Serenity Prayer for Nic Users, HOW NicA Works, To the Newcomer]*
- B. Read any pamphlet, the day's daily meditation, or a share from the Sponsorship booklet
- C. Speaker, followed by discussion on a speaker-chosen topic
- D. Anniversary celebration *[celebrant chooses reading/topic]*

*[if reading]* We take turns reading a paragraph or so. Please raise your hand to volunteer. *[Chair notes who, then Chair calls on successive volunteers]*

We now open the meeting when each person can share, using first name only. When we each share our own experience, strength, and hope, we refrain from cross talk. This means we focus on ourselves and we do not interrupt, criticize, or offer unsolicited advice directly toward another member when they share. When you share, please keep in mind the size of the group so that all want to may have an opportunity to participate.

To share, please use the Raise Hand tool. Would someone like to start? *[Chair calls on successive members to share, ending with time to do the following closing section]*

Thank you all for sharing. Our group's phone/email list are members available for further support between meetings. Anyone who is available to be a sponsor, please put an asterisk \* next to your name.

Would a volunteer please serve the group by reading *Our Promises*? *[volunteer reads, and thanked]*

In closing, we remember the Twelfth Tradition because it is essential that anonymity and confidentiality are respected. The opinions expressed here were strictly those of the person who shared them. Take what you want and leave the rest. Nicotine addiction is difficult to stop and can bring up many issues. We can unburden our hearts and minds more freely if we can trust that what we hear here, who we see here, when we leave here, let it stay here. Remember, we suggest using the Tools of the program instead of using nicotine.

In honor of both our willingness to be here today and our group's hope to be free of nicotine, we invite you to take a moment of silence for gratitude and then join together in saying the WE version of the Serenity Prayer. *[group recites Serenity Prayer]*

God, grant **us** the serenity to accept the things **we** cannot change,  
courage to change the things **we** change,  
and the wisdom to know the difference.

Thank you and **Keep Showing Up**- it works when we work it. We keep the room open for fellowship and anyone who didn't get a chance to share. *Newcomers are welcome to ask any questions you have about our fellowship or recovery.*

**Links to post in the chat when announced earlier:**

World Services home page: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org)

Link to read pamphlets: <https://www.nicotine-anonymous.org/publications>

## MEETING LIST FORM

When you start a meeting, please fill out the form on the next page and forward it to us. Alternately, you may also register your meeting online at <https://www.nicotine-anonymous.org/meeting-info-forms> The information about your meeting will be included in our [Worldwide Meeting List](#) (WWML). The meeting location will also be published in the next issue of [Seven Minutes](#), our quarterly newsletter. This information will help local people and visitors find your meeting. The information you provide will also let us communicate with you.

### MEETING ADD FORM

**IMPORTANT NOTES FOR THE FORM BELOW:** An item with a red asterisk \* indicates required information. Meeting information will be posted on our web site.

- **"Meeting" Contact:** Is the person to contact if there are questions specifically about this meeting. The Meeting Contact person's name, phone#, and email address are not publicly posted without the person's permission. That information is only used by NAWS Email Servants to provide to persons seeking to contact a specific meeting.
- **"NAWS" Contact:** List the person who Nicotine Anonymous World Services ("NAWS") may contact for general World Services communication to keep you up-to-date on Nicotine Anonymous information. (This may or may not be the same person as the meeting contact.)

Day(s) of week\* \_\_\_\_\_ Start/End Time (AM/PM)\* \_\_\_\_\_ Time Zone\* \_\_\_\_\_

Host City/Town\* \_\_\_\_\_ State/Province/Other\* \_\_\_\_\_

Country\* \_\_\_\_\_ Zip/Postal code\* \_\_\_\_\_ Group name \_\_\_\_\_

Format:\* In-person meeting: Yes or No, if Yes, see Address

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

Web Video: Yes or No, Web Audio: Yes or No, Telephone: Yes or No

Additional Meeting ID information and/or directions \_\_\_\_\_

**CONTINUED ON NEXT PAGE**



**Meeting Contact:**

The following meeting contact information is for members/newcomers with questions specifically about this meeting.

I grant permission to include in the Worldwide Meeting List on NAWS public website

my first name Yes/No? \_\_\_\_\_

my phone number Yes/No? \_\_\_\_\_

my email address Yes/No? \_\_\_\_\_

#1 Group Contact first name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#2 Group Contact first name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address #2 \_\_\_\_\_

**Nicotine Anonymous World Services "NAWS" Contact:** List the person who Nicotine Anonymous World Services ("NAWS") may contact for general World Services communication, including postal mail, to keep you up-to-date on Nicotine Anonymous information. (This may or may not be the same person as the meeting contact.)

NAWS Contact name\* \_\_\_\_\_

NAWS Contact address\* \_\_\_\_\_

NAWS Contact city/town\* \_\_\_\_\_

NAWS Contact state/province\* \_\_\_\_\_

NAWS Contact country\* \_\_\_\_\_

NAWS Contact zip/postal code\* \_\_\_\_\_

NAWS Contact phone\* \_\_\_\_\_

NAWS Contact email\* \_\_\_\_\_

Please remember to update any information pertaining to your group that may change over time by re-submitting this form with all current information or by using the CHANGE MEETING FORM on our website (click FIND MEETING tab for forms).

## The Twelve Steps of Nicotine Anonymous

1. We admitted we were powerless over nicotine—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 nicotine users and to practice these principles in all our affairs.

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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. Copyright 1939, 1955, 1976 by Alcoholics Anonymous World Services, Inc.

## The Twelve Traditions of Nicotine Anonymous

1. Our common welfare should come first; personal recovery depends upon Nicotine Anonymous 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 Nicotine Anonymous membership is a desire to stop using nicotine.
4. Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.
5. Each group has but one primary purpose—to carry its message to the nicotine addict who still suffers.
6. 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.
7. Every Nicotine Anonymous group ought to be fully self-supporting, declining outside contributions.
8. Nicotine Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. Nicotine Anonymous, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Nicotine Anonymous has no opinion on outside issues; hence the Nicotine Anonymous 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, TV, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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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. See Alcoholics Anonymous' Twelve Traditions below. 1. Our common welfare should come first; personal recovery depends upon 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 drinking. 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 the 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 fully 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.

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## OUR PROMISES

On our path to freedom, joy, and serenity, we are guided by the 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 for many of us 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.

## Nicotine Anonymous Meeting Etiquette Card

Nicotine Anonymous offers these suggestions for groups on how to provide a welcoming, safe, and positive experience for all of their members. This has been created in the spirit of our Twelve Traditions. The purpose of our fellowship is recovery; individual behavior needs to be based on mutual support, mutual respect, and anonymity.

What follows are a few commonly accepted guidelines:

- All meeting participants aim to refrain from any behavior that makes others feel unsafe or unwelcome.
- Meetings are intended to foster a safe, respectful, and supportive environment.
- Members are encouraged not to judge, criticize, or give unsolicited advice.
- All attending are asked to avoid cross talk, which is often defined as interrupting or commenting on another's share.
- During meetings, members focus on sharing their own experience, strength, and hope as it relates to their recovery from nicotine use (e.g., using "I" statements rather than "you" or "we").
- It is courteous to keep shares within the group's established time limit.
- Many groups find it beneficial to change service positions regularly to ensure the spirit of rotation is observed.
- Groups are encouraged to schedule business and/or group conscience meetings to address any issues that members may want to discuss. These are typically scheduled in advance to allow anyone who wants to weigh in on the issue the ability to attend.
- Each group is autonomous and has the right to establish boundaries as determined by group conscience. Any approved consensus may be incorporated into the meeting script.

As stated in *Nicotine Anonymous: The Book*: "This is a mission of love spreading out to members either still in the grip of nicotine or struggling with other aspects of their recovery." The resolution to any conflict that may arise at a meeting possibly already exists in our literature, including *The Twelve Traditions of Nicotine Anonymous Extended Version*. Members are encouraged to read our literature and explore our website.

Whether a group meets in person, over the phone, on the internet, or via virtual conference technology, the atmosphere of Nicotine Anonymous meetings aspires to be supportive and inclusive. We hope these guiding principles will help ensure our fellowship flourishes and our members Keep Showing Up (*NicA slogan*).

Approved by delegates at NAWS 2022 WSC Conference XXXVII

## NEWCOMER'S WELCOME



It doesn't matter in what form you have used nicotine or how many times you may have tried to quit, if you have a desire to live nicotine free you are welcomed here. We have found that as we attend meetings regularly, we come to believe in the shared experience of our fellow members. Sharing together creates hope and helps us to keep an open mind. We suggest attending a number of meetings to discover for yourself how the caring support of others and the daily practice of Nicotine Anonymous principles has helped us experience the gift of freedom from nicotine.

Over time, using this program of recovery to abstain from nicotine: physically, we achieve better health; emotionally, we become more serene; spiritually, we find hope and courage where there was doubt and fear. Our respect for each other is evident in our commitment to not criticize, gossip, or offer unsolicited advice. Members can work this gentle program at their own pace, but we suggest that newcomers seek out a sponsor as a source of help and guidance.

## NEWCOMER'S WELCOME



### Welcome to Nicotine Anonymous®

If you are new, it is suggested that 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. You do not have to have quit smoking, chewing, or vaping in order to come to meetings. It is our experience that those who continue to regularly attend meetings will eventually stop using nicotine.

You will receive no pressure from the group to quit using nicotine. We've all been there, we understand. Take your time. Listen, share your story, read the literature, use the Tools, and *Keep Showing Up!* Recovery is a *process* that we *practice* every day. Keep in mind that many have come before you with just as much fear and doubt and now live free and clean.

The Twelve Steps are the heart of our program of recovery. They suggest a spiritual approach to gaining and maintaining freedom from nicotine. By "spiritual" we do not mean religious. Our reference to God in the Steps is one of the concepts the fellowship uses for involving a power greater than ourselves in our recovery. Each person comes to their own understanding of a Higher Power without anyone else's urging or influence. For further information please see the pamphlet, "Our Policy of Openness."

Between meetings, the phone/email 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!

As we say in the Serenity Prayer, even if we can't change the craving for nicotine, we can *accept* it and we *can* live with it. So, we pray for the courage to change the things we can. What we *can* change is our unwillingness to live—even for a short time—with the craving for the next nicotine "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 NEWCOMER'S PACKET

Welcome message

Group phone/email list

List of any other meetings in the area and information about our internet (audio and/or video) meetings and telephone meetings (See **Find Meeting** tab on NAWS website)

Go to our [Store](#) for these suggested Pamphlets: *To the Newcomer and Sponsorship, HOW Nicotine Works, Introducing Nicotine Anonymous, The Program and the Tools, Tips for Gaining Freedom from Nicotine, The Serenity Prayer for Nicotine Users.*

and/or *Newcomer's Booklet, 90 Days, 90 Ways*

## OTHER SOURCES OF SUPPORT

**Email Pal Program:** Nicotine Anonymous World Services can provide a list of members who share their experience, strength, and hope with each other online. For more information, email our volunteer coordinator at: [EmailPalCoordinator@nicotine-anonymous.org](mailto:EmailPalCoordinator@nicotine-anonymous.org)

**Paper Pen Pal Program:** Nicotine Anonymous World Services can provide a list of members who share their experience, strength, and hope with each other using "snail mail". For more information, email our volunteer coordinator at: [PenPalCoordinator@nicotine-anonymous.org](mailto:PenPalCoordinator@nicotine-anonymous.org), or mail a request to:

Nicotine Anonymous World Services  
6333 E. Mockingbird Lane, Suite 147-817  
Dallas, TX 75214

**Meetings:** In addition to face-to-face meetings, there are telephone meetings, internet (voice share) meetings, and video conferencing meetings. For information, go to the website [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org) and click on **Find Meetings**.

***The meeting flyer that follows offers suggestions for basic information. If you want, add your creative touch to make it more attractive.***





# **NICOTINE ANONYMOUS® MEETING**

**A 12-Step\* Recovery Program of Mutual Support**

**for those who want to  
stop smoking or live free of nicotine in any form**

- No dues or fees
- Ongoing, join at anytime
- You only need to bring a desire to stop using nicotine

**(Days - Time )**

**(Location)**

**Contact # \_\_\_\_\_**

**\*Twelve Steps and Twelve Traditions adapted with permission from Alcoholics Anonymous World Services, Inc.**

(option: bottom area to be made into tear off strips with phone contact #)

## Literature Order Form by mail or shop at our [Store](#)

6333 E. Mockingbird Ln., #147-817 Dallas, TX 75214 USA Shipping Phone: 469-737-9304 Info: 877-TRY-NICA

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BK2	Newcomer's Booklet	1-10=\$5.00; 11-49=\$4.70; 50+=\$4.40				
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Bk4	Our Path to Freedom 12 Stories of Recovery	1-10 = \$6.95; 11-49 = \$6.60; 50+ = \$6.25				
BK5	Step Study Workbook	1-10 = \$16.00; 11-49 = \$15.10; 50+=\$14.20				
Bk6	90 Days, 90 Ways (90 daily meditations)	1-10 = \$6.95; 11-49 = \$6.60; 50+ = \$6.25				
Bk7	Nicotine Anonymous 12 Traditions	\$2.50				
Bk8	A Year of Miracles (366 daily meditations)	1-10 = \$16.00; 11-49 = \$15.10; 50+ = \$14.20				
Bk9	Reflections on Freedom (366 daily meditations)	1-10 = 16.00; 11-49 = \$15.10; 50+=\$14.20				
Bk10	Sponsorship in Nicotine Anonymous	1-10=\$5.00; 11-49= \$4.50; 50+ = \$4.00				
CD	Voices of NicA - Inspirations and Affirmations	CD 1-21 = \$4.00; 22-50 = \$3.60; 51+ = \$3.00				
B-L	The By-Laws of Nicotine Anonymous	\$1.00				
	SEVENMINUTES – Our Quarterly News Letter	\$15.00 US per year; \$20.00 Canada per year				
P-1	Introducing Nicotine Anonymous (NicA)	PAMPHLET DISCOUNTS P-1 to P-17				
P-2	The Serenity Prayer for Nicotine Users	Under 100 pcs. No Discount <b>\$.30 ea.</b>				
P-3	A Nicotine User's View of the Twelve Steps	100-499 pcs.-any combo. \$.28				
P-4	Tips for Gaining Freedom from Nicotine	ea.				
P-5	To the Newcomer & Sponsorship	500-999 pcs. - any combo. \$.26				
P-6	To the Medical Profession	ea. Over 1000 pcs.- any combo				
P-7	Facing the Fatal Attraction	\$24 ea.				
P-8	Our Promises					
P-9	To the Dipper & Chewer					
P-10	Slogans					
P-11	World Services, Intergroup & Me	<b>US ONLY SHIPPING &amp; HANDLING</b>				
P-12	Nicotine Anonymous The Program and The Tools	Under \$8.00 \$3.00				
P-13	Are You Concerned about Someone who Smokes or Chews	\$8.01 to \$13.00 \$4.00				
P-14	How Nicotine Anonymous Works	\$13.01 to \$60.00 \$6.55				
P-15	Our Policy of Openness: Our Higher Power As We May Each Come to Understand	\$60.01 to \$150.00 \$12.80				
P-16	Abstinence: What is It?	\$150.01 to \$250.00 \$17.30				
P-17	Freedom From Vaping Nicotine	Over \$250.01 call NICA Office				
CDs	Nicotine Anonymous Business Cards - home office info			50	6.00	
CDs	Nicotine Anonymous Business Cards – blank for local info			50	6.00	
WWML	Worldwide Meeting List				1.00	
PSA	Public Service Announcement as an MP3 file		Via email only		FREE	
	<b>Subtotal</b>					\$
	Sales Tax (Texas Residents Only) 8.25%				8.25%	
	<b>Shipping &amp; Handling (See Shipping &amp; Handling Chart Center Above)</b>					\$
St	Materials to Start a Meeting (Limit 1)				FREE	
	<b>DONATION</b> (Thanks for supporting NAWS in our effort to help those who still suffer)					
	<b>GRAND TOTAL IN US \$</b>					\$

### SEVEN MINUTES Order Form

SEVENMINUTES is a quarterly publication of Nicotine Anonymous World Services (NAWS) news, articles, and letters – “a meeting on a page.” Your subscription will get you four issues plus the regular updated Worldwide Meeting Schedule. You will also help SEVENMINUTES continue as the network among groups around the world.

Subscription Rates: <b>Year(s)</b>	<b>U.S.</b>	<b>International</b>
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