

OASCNA (Ottawa Area Service Committee of Narcotics Anonymous) guidelines for new groups

Getting Started

- Have at least 2 members who are committed to holding the meeting for a minimum of 1 year.
- Find a suitable location and determine a day and time for your meeting.

Once you and at least 1 other NA member, have secured your location and decided on your meeting's time and day, you are ready to attend your first **OASCNA (Ottawa Area Service Committee of Narcotics Anonymous)** - also known as "**Area**" meeting.

Area meets on the 1st Sunday of the month (except for long weekends where they then meet on the 2nd Sunday) with designated members from each homegroup and subcommittees. These members administer and coordinate business and activities common to the groups in the Ottawa Area Fellowship.

Details on where and when the **Area** meetings are held found here: ottawana.org/service

1. Introduction at Area

At the beginning of the **Area** meeting, during "**GSR (Group Service Representative) Role Call**" introduce yourself and let the **Area** know that you are starting a new meeting and give the details about the meeting (Location, Time, Day, etc.) so your group can be added to the Area's group list.

Here is some helpful information on attending Area as a **GSR**.

<https://www.ottawana.org/pdfs/gsr/gsr-orientation-june2024.pdf>

You can also familiarize yourself with the OASCNA Policies and Guidelines to get a better understanding of how it works.

<https://www.ottawana.org/pdfs/policies-guidelines/OASC-Ps-and-Gs-Aug-2024.pdf>

2. Facility Insurance Information

If the facility where you will be holding your meeting is requested that you provide insurance information, you will need to provide the following information to the Ottawa Area's RCM (Regional Committee Member) via ottawarcn@orscna.org, (or Area Chair, Alt Chair if there is no RCM), who in turn will send you the insurance information.

The request must include the following information:
(Please allow 7 to 10 days after the request is submitted for processing.)

The request must include all the following information:

- ❖ Name of Meeting (Group):
- ❖ Meeting day of the week and time:
- ❖ Name and address (including postal code) of the facility.
- ❖ Also, please indicate if this is a new request (certificate for group not previously issued), or for groups that have previously had a certificate issued but is changing locations so needs a replacement certificate with the new location listed.

Renewal certificates are produced automatically around the 1st week of February

each year and are filed in the ORSCNA shared drive which your RCM has access to. Your RCM should make renewal certificates available to GSRs at the February or March area meeting. There is also a “general certificate” (i.e. facility not specifically named) filed in the shared drive which some facilities will accept in a pinch. Please ask your RCM for this if needed.

Please dispose of the expired certificate in an appropriate manner to avoid misuse of the dated certificates, this includes the retaining of copies as region maintains all certificates.

3. Literature

Go to the Literature table and request a “Group Starter Kit”. This package will include readings, pamphlets and booklets to help your meeting get started.

4. Group Gmail account

Email our GSuites coordinator at admin@ottawana.org and request to have a group email set up. This email is where you will receive all minutes, agendas and announcements concerning the **Area** meetings and what is going on in the fellowship.

5. Meeting info on Website

Email info@ottawana.org and request to have your meeting information added to the website. Turnaround time is up to 5 business days to have your info posted on ottawana.org.