



REVISED 2021



COCAINE ANONYMOUS WORLD SERVICE

# Public Information Handbook

## Suggestions and Guidelines for Doing PI

CAWSO, INC. Cocaine Anonymous World Service Office 21720 S. Wilmington Ave., Ste. 304 Long Beach, CA 90810-1641 U.S.A.  
Phone: (310) 559-5833 Fax: (310) 559-2554 | [www.ca.org](http://www.ca.org) | Comments or Questions: [pi@ca.org](mailto:pi@ca.org)

<b><i>Starting a Local PI Committee .....</i></b>	<b><i>4</i></b>
<b><i>Suggested Roles and Responsibilities for Local District or Area Committees .....</i></b>	<b><i>5</i></b>
Committee Chairperson.....	5
Committee Vice-Chairperson .....	5
Secretary .....	6
Literature Coordinator .....	6
Outreach and Poster Distribution Coordinator .....	7
Media Liaison .....	7
Group PI Liaison .....	8
<b><i>Local Committee Guidelines .....</i></b>	<b><i>9</i></b>
<b><i>Carrying the Message to the General Public .....</i></b>	<b><i>10</i></b>
<b><i>Introducing the PI Members Area Website (Link) .....</i></b>	<b><i>12</i></b>
Customized PI Material: Posters & Public Service Announcements .....	12
Logos & Artwork .....	12
Website Template.....	12
<b><i>Carrying the Message to the Professional Community .....</i></b>	<b><i>13</i></b>
CPC Campaign: .....	18
<b><i>Producing Artwork/Flyers .....</i></b>	<b><i>20</i></b>
<b><i>The C.A. ‘Chit System’ .....</i></b>	<b><i>21</i></b>
<b><i>Anonymity Statement .....</i></b>	<b><i>24</i></b>
<b><i>Working with the Media .....</i></b>	<b><i>25</i></b>
Introducing C.A. to Your Local Media .....	25
Information on Broadcast Media.....	25
Transfer of Rights for original material .....	26
Templates for reaching out to the Media.....	27
<b><i>Public Service Announcements .....</i></b>	<b><i>28</i></b>
Getting Started with PSAs .....	28
Contact More Than One Media Outlet.....	28
Templates for Placing PSAs .....	28
<b><i>Public Information and Social Media .....</i></b>	<b><i>30</i></b>
<b><i>Further Resources .....</i></b>	<b><i>31</i></b>
CAWSPI Guidelines .....	31
C.A. Fact File.....	31
C.A. Translation Policy .....	31
Your Local Library .....	31
NADCP Presentation .....	31
Request for Non-Profit Status Number .....	32

# Introduction For Committees

To keep at the heart of all we do.

**Public Information Committees carry the message of Cocaine Anonymous to the still suffering addict.**

We achieve this by making our presence known to the individuals, community groups and interested parties affected by drug addiction.

We also have the task of keeping our own Fellowship members informed and up to date on changes with respect to Cocaine Anonymous.

Handbook Version v1.01

# Starting a Local PI Committee

This chapter sets out some guidelines for forming your local Public Information Committee, including a draft agenda for meetings and also roles and responsibilities.

Example Agenda:

## ***DISTRICT PUBLIC INFORMATION MEETING AGENDA***

*Date/Time: Sat 16<sup>th</sup> Dec 10 am for literature and expenses- 10:30 am meeting start*

*Address: Victoria Church, Harrowden*

1. *Open meeting (5 minutes)*
  1. *Serenity prayer*
  2. *Tradition 2&5*
  3. *Read PI Statement of Purpose*
2. *Introductions and apologies*
3. *Secretaries report – 5 minutes*
4. *Treasury report – 5 minutes*
5. *Literature Report – 5 minutes*
6. *Media Liaison – 5 minutes*
7. *Web servant/IT Report – 5 minutes*
8. *Group PI Liaisons – 5 mins*
9. *Outreach Reports – 10 minutes*
  1. *OUTREACH 1*
  2. *OUTREACH 2*
  3. *OUTREACH 3*
10. *Posts vacant – 10 minutes*
  1. *Vice-chair*
  2. *Tea*
11. *Any Other Business (AOB) – 5 minutes*
12. *Date of next meeting (DONM)*

This is only to be used as a guide/suggested format. Your agenda will be determined by positions filled, activities planned and completed, etc

## **Suggested Roles and Responsibilities for Local District or Area Committees**

### **Committee Chairperson**

- Suggested Sobriety Requirement: 2 years continuous
- Suggested Committee Service Prior to Position: 1 Year continuous
- Suggested Term of Commitment: 1 Year

#### **Duties and Responsibilities**

1. Coordinate and direct all committee activities
2. Sets P.I. Agenda and facilitates P.I. Meeting
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Attends all Area/District meetings or designates someone from P.I. to attend
5. Attends Area/District PI meetings, online working groups and participates in area discussions and consciences
6. Joins and oversees Area/District PI communication platform/forum/group
7. Keep in regular contact with all Area/District PI committee members
8. Supports Area/District groups with any PI related queries
9. Seeks opportunities for Cooperating with the Professional Community, other organizations and the Public at Large

### **Committee Vice-Chairperson**

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 1 Year continuous
- Suggested Term of Commitment: 1 Year

#### **Duties and Responsibilities**

1. In the absence of chair coordinates and direct all committee activities
2. Takes the lead on projects or assumes a sub-committee chair role
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Considers rotating into chair positions at the end of a vice-chair term
5. Attend all committee meetings
6. Seeks opportunities for Cooperating with the Professional Community, other organizations and the Public at Large

## **Secretary**

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 months
- Suggested Term of Commitment: 1 year
- Suggested to have had some experience with word processing

### **Duties and Responsibilities**

1. Take accurate minutes of the Committee meeting
2. Email minutes to Committee members promptly and uploads minutes to the Committees chosen platform
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Keeps a record of the starting date of Public Information Committee member's contact details
5. Attend all committee meetings

## **Literature Coordinator**

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 months continuous
- Suggested Term of Commitment: 1 year

### **Duties and Responsibilities**

1. Keep adequate literature stock to meet the reasonable needs of the committee
2. Responsible for ordering literature from District Literature Secretary
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Maintains comprehensive and transparent records of literature provided and purchased
5. Attend all committee meetings

## **Outreach and Poster Distribution Coordinator**

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 months continuous
- Suggested Term of Commitment: 1 year

### **Duties and Responsibilities**

1. Agree where and how posters or leaflets should be distributed in the local community including Doctors Surgeries, Pharmacies, Schools, Universities, Nightclubs, Libraries, Public Buildings etc
2. Ensure printed materials are distributed responsibly and information is up to date
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Prepare and deliver presentations to local services, education providers and non "H&I" organizations in the community

## **Media Liaison**

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 months continuous
- Suggested Term of Commitment: 1 year

### **Duties and Responsibilities**

1. Maintain contact with local media outlets (radio, press, print and television)
2. Distribute press releases to raise awareness of positive influence of C.A.
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Respond to any local enquires from media regarding local meetings and fellowship
5. Use local advertising or notices to raise awareness (for example free ads printed pages, or online versions of these, and search engine paid search term ad links)

## **Group PI Liaison**

- Suggested Sobriety time: 6 months
- Suggested Committee Service Prior to Position: None
- Suggested Term of Commitment: 1 Year

### **Duties and Responsibilities**

1. The purpose of the Group PI Liaison is to attend their local PI committee meeting, collect C.A. literature/posters and distribute these locally
2. The Group PI Liaison is the one who will carry the information between their group and their local PI committee
3. Familiarize themselves with PI guidelines and C.A.'s 12 traditions
4. Act as a liaison between your group and your local PI committee
5. Actively support your group by placing literature/posters in your meeting venue / local area regularly
6. Keep group members informed of upcoming PI activities and opportunities for service

# Local Committee Guidelines

**It only takes two or more enthusiastic members to form a PI committee.**

## Suggested Checklist:

- Set a venue, date, and time for a committee forming/steering meeting – inform your fellows of the date and time of the meeting and that a PI Committee is being formed
- Hold the meeting (hopefully, others will turn up- if they don't, don't panic- PI outreach can still take place)
- Vote in a Chair, Treasurer, Secretary, Literature person. Other posts could include – Vice Chair, Outreach Coordinator, Web servant, Hotline etc.
- Let your Area or District know that you have formed a new committee (if you have one), your new chairperson will form part of the Area or District Committee where ideas, enthusiasm, and solutions to challenges are shared. This also enables you to keep your Area or District informed about PI activities and opportunities
- Familiarize yourself with the traditions and service guidelines in the PI handbook
- Consider setting up a local Public Information email address so you can manage enquiries and media contacts. It is advised that you have multiple administrators for these accounts so the responsibility is not left to one individual. This can be useful to protect anonymity when placing adverts and announcements in the local press
- Plan your PI activities. You can get ideas for this from the section in this handbook on “Starting a Local PI Committee”
- Your District or Area may be able to provide funds for these and other expenses – however they will need to know what you plan to spend the money on, so prepare a budget and get multiple quotes as per the Financial Guidelines. Be prepared to explain what the money is for and how it will benefit the growth of the fellowship as well as the addict that still suffers. Remember other opportunities will present themselves so allow some additional budget for this too
- An agenda should be sent out on your communication platform e.g. email or messaging service, at least 48 hours before the meeting to allow attendees to prepare or suggest items for Any Other Business section

# Carrying the Message to the General Public

Good outreach starting points might be:

- Poster Campaign – several different posters are available and approved for us to localize/use. Visit pharmacies, Doctor's waiting rooms, supermarkets, pub and club toilets, police stations, community noticeboards, Job Centers, Drug and Alcohol Services
- Local committees should check and abide by local regulations to ensure they adhere to policies on posterage
- Leave literature in venues where we hold meetings
- Donate C.A. literature to libraries with local contact information listed inside
- Visit Prison & Correctional Facilities
- Organize a talk at a school (School Guidelines & Presentation available [pi.ca.org](http://pi.ca.org))
- Talk to organizations who could work with addicts or their families, some examples are homeless outreach, domestic violence shelters, transitional housing, LGBTQIA+ Centers, and AIDS Foundations

## Things to keep in mind:

- If going in person it may be preferable to go in pairs
- Remember you are a representative of (not for) C.A.
- Respect the anonymity of others
- Appropriate personal appearance is vital
- Be mindful of your language
- Remember we have no opinion on outside issues
- Always give thanks whether or not the establishment is receptive

## Digital Outreach:

Some places to consider are:

- Local news websites
- Streaming services
- Cables services
- Community sites
- Special interest sites

Did you spend time on any of the following?

- Dating sites
- Personal ads
- Adult entertainment sites
- Adult forum

So, why not place an ad on these sites?

There may even be free advertising space available. This is further expanded on in our extensive Social Media Guidelines ["Right Here, Right Now"](#).

Consider a business card sized ad including:

- Your local website and helpline information
- We're Here, We're Free
- All Mind-Altering Substances

(Go to [pi.ca.org](http://pi.ca.org) to get your business card personalized with your local Area information)

## Introducing the PI Members Area Website ([Link](#))

The purpose of the PI Members Area website is to provide information and Conference-approved materials to our PI Committees, enabling them to carry the message of C.A. to the public at large, other organizations, and the addict that still suffers, regardless of language or location. Throughout this document, you will find links to this area with documents and templates to support your Public Information endeavors.

### Customized PI Material: Posters & Public Service Announcements

Conference-approved posters can be customized for your Area or District, and translated if required. The customized posters will provide the details of the specific Area/District, Helpline number, and website address.

Public Service Announcements for television have been produced by the WSC PI Committee. The P.S.A.s can be localized for your Area and District, detailing website, Helpline, and email contacts.

Customized posters and PSAs can be requested via the Contact PI page on the PI Members Area website.

### Logos & Artwork

Copyrighted Cocaine Anonymous logos for use in the design of literature and media can be downloaded in high-resolution format from the PI Members Area website. The "Hope, Faith & Courage" logo is available in multiple colors and backgrounds. The logos can be translated, upon request, into numerous languages.

*When using any WSC-approved C.A. logo (printed, electronic, or otherwise), refer to the Statement of Policy (pg 13) in the World Service Manual for terms of use.*

### Website Template

In today's modern world, a website is essential. The website template is a simple way to create a working website for your district or area. This can be easily [downloaded](#) for free, and quickly assembled. It comes pre-populated and is up to date with the current I.T. Guidelines. It is also suggested you consult the [I.T. Guidelines](#).

# Carrying the Message to the Professional Community

By professional community, we mean any organizations, entities, or individuals whose activities could provide additional contacts and exposure for the Fellowship of Cocaine Anonymous. Those include, but are not limited to:

- Employee Assistance Programs (EAPs)
- Health and treatment professionals and their organizations
- Schools and universities
- Law enforcement agencies
- Trade unions
- Local and State government social service agencies
- Private social service agencies (churches, charities, etc.)
- Outside helplines and directories
- Medical associations
- Court systems
- Hospitals and Clinics
- Doctor's Offices
- Social Workers
- Homeless shelters

## **Good first outreach starting points might be:**

- Contact local Drug and Alcohol services, especially the engagement teams
- Contact police/probation services
- Contact Doctors Surgeries and Medical Centers
- Contact local emergency housing services
- Contact local treatment centers, prisons, and bail hostels

***Possible next steps after initial contact:***

- Send them literature
- Offer to do a presentation [Presentation to Professionals click here](#)
- Supply Meeting Lists

***Things to remember:***

- Remember you are a guest and a representative of (not for) C.A.
- Remember that you have a commitment, and make sure that you inform your hosts if you need to change it
- Respect the anonymity of others
- Be familiar with the 12 Steps and the 12 Traditions of C.A.
- Personal appearance is vital. Look as neat as possible
- Be very careful to avoid using profanity
- Avoid war stories (stories of quality and quantity of cocaine and all other mind-altering substances). State the fact of your addiction without going into details
- Stress that we provide a solution to the problem of addiction
- Always take another C.A. member with you

**Public Information in Prisons/Correctional Facilities****Instructions on how to get started:**

- Create a list of local prisons/correctional facilities.
- Use the telephone script as a suggested guide when contacting facilities.
- Use the email template as a suggested guide to send follow up communication.
- Create info packs for inmates that includes literature from the list below.
- Create info packs for prison/correctional facility staff/representatives that includes literature from the list below.
- Provide C.A. literature for facility libraries and common areas as per the rules of each institution.
- Info packs can be sent virtually and as hard copies

**Inmate Info Pack Consisting of:**

- What is C.A.? (Pamphlet)
- And All Other Mind Altering Substances (Pamphlet)
- Who is a C.A. Member? (Reading)
- Reaching Out (Reading)
- To the Newcomer (Pamphlet)
- Too Young to Recover? (Pamphlet)

- What is Hope? (If approved)
- Chit cards information pack etc.

### **Prison/Correctional Facility Contact Representative Info Pack Consisting of:**

- And All Other Mind-Altering Substances banner to hang in the facility (A laminated Poster)
- Introduction letter with the "And All Other Mind-Altering Substances" banner in the margin of the letter.
- Cocaine Anonymous Public Information Fact File.

### **Getting C.A. Books into Prisons/Correctional Facilities Libraries:**

- Areas can come up with creative fundraising ideas for generating the necessary funds to get copies of C.A. literature.
- Send a large amount of "And All Other Mind-Altering Substances" bookmarks for librarians to distribute with all books (not just C.A. books) to help plant the seed of recovery.

### **Prison/Correctional Facility Contact Telephone Script:**

Good morning/afternoon,

My name is \_\_ (Name) \_\_ and I am calling you from the \_\_ (District/Area) \_\_ Public Information Committee of Cocaine Anonymous. Can you connect me with the person responsible for social programs - parole officers - social worker - minister, or those that work with inmate rehabilitation.

*(If you are NOT transferred, request an email address to connect with someone and leave your area/district contact information)*

Hi, my name is \_\_ (Name) \_\_ and I am calling you from the \_\_ (District/Area) \_\_ Public Information Committee of Cocaine Anonymous. We are a 12 step-fellowship that addresses all mind-altering substances and our primary purpose is to work with those wanting to recover from addiction and alcoholism.

The reason for this call today is to provide your institution with information about Cocaine Anonymous. We have many members who have, at one time or another, been incarcerated and are now living free of drugs and alcohol. We bring our program of recover into many institutions to provide hope and a message of recovery to inmates or those recently released.

If you are interested, we can send you our starter-packs consisting of pamphlets,

literature, books and meeting formats for your facility or library. In addition, we can provide information about local C.A. meeting times and locations as well as the local helpline number for inmates to connect with upon release.

I'd like to leave you with our contact information. May I send you a follow-up email at a later time? Please let us know how we can help and thank you for your time.

### **Manning Booths at Non-C.A. Events**

Manning a booth or table with C.A. members and C.A. literature at health fairs, colleges, public health organizations, etc., has been a very effective way of carrying the C.A. message. Contact the World Service Office for banners, pamphlets, books, and giveaways.

Remember that for most of the visiting public, we will be the only contact they have with Cocaine Anonymous. Our program and Fellowship will be judged on both our appearance and how we conduct ourselves.

### **Booth Opportunities:**

- Festivals
- Recovery day events
- Recovery organizations
- Health fairs at Colleges, Universities, and corporations
- State, County, and City yearly events dealing with health resources and/or specifically drug and alcohol education
- Detox, rehabilitation, and treatment centers
- Parks/recreation areas and beaches
- Have a Public Information presence at other C.A. events, such as Area and Regional Conventions
- Homeless shelter and food pantry events
- Medical/nurse association events
- Campus health offices and/or first aid centers at colleges and universities
- Outdoor food markets or retail markets

What to have on the table

- Literature such as A Quiet Peace, Hope, Faith & Courage Volumes I and II, and pamphlets
- Table cloth

- Banners and/or posters that can be customized for your Area or District by contacting [pi.ca.org](http://pi.ca.org)
- Your Area or District business card with the hotline and website
- Meeting directories for your Area, District or Region
- Bookmarks and/or C.A. chips
- Online Service Area materials, directories, bookmarks
- C.A. wristbands with Area or District information
- Pens with Area or District information
- Clipboard for passersby to share their information if interested for future contact and/or a bowl to collect business cards
- Flat screen monitor to display PSA's slideshows or videos
- Candy and/or nice giveaway items

#### Tips to attract traffic to the table/booth

- Be friendly, greet people and start a conversation when possible
- Have an eye-catching table/booth
- Remember our primary purpose is to help the person that still suffers
- Have fun, smiles and laughter are attractive

## CPC Campaign:

The World Public Information Committee will organize an annual Public Information “Cooperating with Professional Communities” campaign to encourage the fellowship worldwide to become involved in a weeklong event during the third week of January. This week is dedicated to reaching out to Professional Communities (including, but not limited to medical and healthcare professionals, Criminal Justice organizations, Industry HR and Occupational Health departments) giving them information about who we are, what we do and how we can be of help to them and their clients / service users / employees.

Remember to use a local PI committee email address to send emails and as a return point of contact DO NOT USE PERSONAL INFORMATION (email, telephone, address etc) Keep a record of who you have contacted and when (organisation / person / date) and have a follow up system in place for any sent emails.

Campaign resources can be found on [pi.ca.org](http://pi.ca.org).

CPC Poster JPG ([link](#))

CPC Editable Photoshop Poster ([link](#))

CPC Email docx ([link](#))

## Suggested Timeline :

- October: PI Committee decide which communities you will approach Begin translations as necessary
- November: Start to collate lists of contacts / email addresses
- December: Final Committee approval of translations and contact lists
- January: Launch your ‘Let’s Get Back to Business’ Campaign February: Follow up initial contacts where appropriate

## **Templates for Contacting Professionals**

The CAWSPI Committee out of their experience have created email/letter templates to allow us to reach out to courts, educational facilities, religious bodies, other outside groups and organizations who might encounter potential members.

Templates are also available for presenting to these types of organizations.

All templates can be found on [pi.ca.org](http://pi.ca.org).

# Producing Artwork/Flyers

Posters and flyers are tried and tested ways of informing the community about C.A.

For each event, we would recommend you create a flyer. Here are the basic details that your flyer should include:

- Name of C.A. Area/District] Presents
- Day of Week, Month, Date, Time
- Where (name of the church, park, restaurant, etc.\*) and address
- Other Pertinent Details, Extras & Graphics
- Suggested Donation (if applicable)
- How to get tickets
- Contact Info
- What to bring
- "We're Here and We're Free"™
- Clip art or original art
- Conference-approved images
- Tradition 6 Statement: *In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution. C.A. is not affiliated with (name of the church, park, restaurant, etc.) and is not responsible for the theft, injury, damage to, or loss of property.*

Laying out the flyer and presenting the information clearly and concisely will make people want to read your flyer. Using colored paper or ink can also make your flyer stand out on a literature table. You can test the completeness of your flyer by having someone not involved with the event take a look at it. If they have questions, chances are that others may have the same questions, so you might be wise to rework the flyer to answer them before printing and distributing.

The C.A. logo can be anywhere on the flyer and should be included on all printed materials made available to the Fellowship.

**For further information, please refer to the Statement of Policy in the current C.A. World Service Manual, pages 13 and 14. ([Link](#))**

# The C.A. 'Chit System'

Although we are an anonymous fellowship, we realize some members may benefit from being able to provide evidence of attendance at meetings. We also appreciate the positive impact this can have on our Cooperation with Professional Communities work (CPC).

The Chits do not confirm attendees are clean, sponsored, or working a program. They simply confirm that they attended the meeting from start to finish.

What do Chits look like? ([Link](#))



## The question of anonymity:

Rather than a member signing a Chit, most groups favor the use of a stamp with the meeting name. Then the Chit can include a written date.

## How the Chit System works at the group level:

A group member is chosen to be the designated Chit Coordinator. The Chit Coordinator role can be voted in as with any other group post and can be tied into another post. Any attendees of the group can request evidence of attendance and are directed to the group Chit Coordinator. At the end of the meeting, the Chit Coordinator gives attendees a stamped and dated Chit card. The Chit Coordinator reiterates to members that the Chit card is not proof of being clean, being sponsored, or working a program, but simply evidence of attending a meeting on the date signed.

## **Other considerations for groups:**

The following announcement may be read at the start of the meeting:

*"This meeting offers Chits for those members needing to provide evidence of attendance. Our Chits are not evidence of being clean, being sponsored, or working a program. They simply prove attendance from the beginning to the end of this meeting. Can the Chit Coordinator please raise their hand?"*

## **How the Chit System Works for Professional Communities:**

A client or service user who may benefit from attending Cocaine Anonymous is identified. The professional person downloads the local meeting list. The client or service user is asked to attend meetings. They should inform the meeting secretary they require to collect a Chit. At the end of the meeting, the client or service user will collect the Chit, stamped and dated, from the group Chit Coordinator. The client or service user can then use the Chit card as proof of attendance.

## **Examples of People Who May Require Chits:**

- People with upcoming court dates
- Parents working with social services to arrange access/contact with children.
- People in treatment need to prove where they have been whilst out of the facility
- People trying to secure funding for treatment programs

This is not an exhaustive list; members are free to use them as they see fit.

## **Why Are We Using Standard C.A. Business Cards?**

We chose to stick with business cards, rather than a Chit sheet as may be used in other mutual aid groups, mainly for ease of access. Most groups and/or Districts will already be using business cards for PI service, so it is more efficient to use an existing format.

Concerns have been raised that some unscrupulous people may misuse these business cards we have placed somewhere for awareness e.g. a doctors surgery and fraudulently repurpose then for proof of attendance, however, we believe that the risk of this is low as for a new member to discover what our Chit system looks like, they must have attended at least one meeting. We believe that at the first meeting they will hear a message of depth and weight that will interest and

hold them, meet some recovered addicts who can offer hope and fellowship; and they will want to return.

### **Chits and Affiliation with Outside Organizations**

A large part of PI service work is about developing cooperative relationships with professional communities. The Chit System has been developed with the question of affiliation firmly in mind, which is how we settled on using our own business cards, rather than signing an organization's 'official' document, which could imply affiliation. By using our own business cards, we feel we are avoiding this issue whilst remaining cooperative to the requirements of professional communities. Members in receipt of Chits are free to use them however they need to; we are not endorsing or aligning ourselves with any outside organization.

# Anonymity Statement

To explain to the media and the public the importance of maintaining our personal anonymity, it can be helpful to reference our Statement of Anonymity in the current C.A. World Service Manual, page 10. ([Link](#))

This is a sample from our pamphlet “Anonymity”:

*Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: press, radio, television, and films. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought their problems might be discussed publicly, even inadvertently, by others. Newcomers should be able to seek help with complete assurance that their identities will not be disclosed to anyone outside the Fellowship.*

*We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with other addicts might be impaired if we sought or accepted public recognition.*

*While each member of C.A. is free to make his or her own interpretation of C.A. Traditions, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally, or internationally. Each member speaks only for themselves.*

# Working with the Media

Having a good relationship with local media outlets assists us in carrying the message to the addict who still suffers. Here we will explore the different ways to cooperate with the media.

## Introducing C.A. to Your Local Media

Here are some tips to help you get started:

1. Research your local media outlets (radio, print, television, online), find reporters who are writing about local issues and addiction. Find their details on the website or in the publication and reach out!
2. Journalists are busy! You need to find a fresh new local angle that they will be interested in. To do this, add a statistic or local information upfront in your email when you introduce C.A. You can use the [template](#) in your first interaction.
3. Build your relationship - arrange a coffee or a phone call to talk to the journalist you can talk about how C.A. works, tell your story, and introduce the concept of Anonymity. Remember you are always “on the record” when speaking to the media.

## Information on Broadcast Media

While doing an on-camera interview as a member of C.A., you can be shadowed, have your face scrambled electronically, or have your back to the camera. As a recovering addict, you can do a full camera shot and mention your full name as long as you do not mention C.A. in your interview. That includes mentioning going to a C.A. meeting.

If you are going to allow the media into your meeting (via a group conscience), or if you, as a member of C.A., consent to an interview, please have each member of the media sign a Statement of Anonymity (see Protection of Anonymity Agreement on the following page). While this doesn't absolutely safeguard the Fellowship, it certainly makes members of the media more aware.

## Transfer of Rights for original material

### TRANSFER AND ASSIGNMENT OF ALL RIGHTS, TITLE AND INTEREST IN ORIGINAL WORK AND ACKNOWLEDGEMENT OF ORIGINALITY

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Signature:

Date:

Name (please print):

Address:

Phone number:

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## Templates for reaching out to the Media

- Protection of Anonymity Agreement ([Link](#))
- C.A.'s PI Statement of Anonymity to the Media ([Link](#))
- Template to Announce Event to Media (Email Template [Link](#)) (Letter Template [Link](#))
- Template to Write in Response to an Article Mentioning C.A. (Email Template [Link](#)) (Letter Template [Link](#))
- Template to Introduce C.A. to Media (Email Template [Link](#)) (Letter Template [Link](#))
- Template to Write in Response to an Article Not Mentioning C.A. (Email Template [Link](#)) (Letter Template [Link](#))

# Public Service Announcements

The World Service Conference (WSC) of Cocaine Anonymous has approved Public Service Announcements (PSAs) for television, radio, and other media outlets, here are some suggestions on how to use them.

Some media outlets donate airtime to non-profit organisations for public service announcements. In seeking to have a PSA aired, you should contact the Station Manager or person responsible for Public Affairs and ask how to deliver the required format of the PSA for consideration. The media outlet's website may have the information you seek.

## Getting Started with PSAs

Before you begin your you should review the video PSAs and the written PSAs (for audio only outlets). Be familiar with the content and the length of each PSA.

## Contact More Than One Media Outlet

An effective way to distribute materials is to contact more than one media outlet and more than one medium (radio, TV, press). In some markets, TV and radio stations or multiple radio stations may be affiliated or have the same person responsible for the airing of PSAs. Mail or email the material and follow up with a phone call verifying that the person received it, as most outlets receive many requests.

## Templates for Placing PSAs

Cover Letter for PSAs ([Email Template Link](#)) ([Letter Template Link](#))

Thank-You Letter for PSA Time ([Email Template Link](#)) ([Letter Template Link](#))

This letter can be used to thank the station's media manager for placing C.A. PSAs on their TV or radio station. A sample letter can be found on the PI Members website.

TV and Radio Copy ([Link](#))

Here's a [link](#) to a Conference-approved PSA copy. When using these announcements for the radio, please call the radio station and ask how they want to receive the copy. All PSAs should have your Area's local information included.

"For information in your Area call: (XXX) XXX-XXXX or the Cocaine Anonymous International Referral Line at 1-800-347-8998 or contact us at [www.ca.org](http://www.ca.org)."

# Public Information and Social Media

With billions of daily users of social media globally, it makes sense to carry the message of C.A. on these platforms. However, as with all PI activities, extreme care must be taken to ensure that Traditions are upheld, and anonymity protected. Before you begin setting up any channels, we recommend that a PI Social Media Representative is elected as part of your committee.

The Right Here, Right Now ([Link](#)) document covers all digital Communication tools & shared experience for Public Information Committees (available on [pi.ca.org](http://pi.ca.org)), please refer to this for the best practices on this form of PI work.

# Further Resources

## CAWSPI Guidelines

This contains the guidelines, structure and statement of purpose for PI at a World level. ([Link](#))

## C.A. Fact File

Cocaine Anonymous is a fellowship of people of all socio-economic backgrounds, comprised of all races, genders, sexual orientation, religious and spiritual beliefs. The C.A. Fact File contains information about the fellowship, what substances we used, and how we found our way into the program. ([Link](#))

## C.A. Translation Policy

You can be of great service to your fellowship by translating materials locally and passing them on to the World Service Office for review. Contact your regional trustee or your CAWSPI Committee.

## Your Local Library

Our books are an effective way of getting our message out to the public. Many Areas/Districts have successfully placed our books into public, university, and high school libraries. Some libraries may also be interested in a speaker presentation or literature rack or have a general information board where a C.A. poster or flyer could be displayed.

## NADCP Presentation

The purpose of this slideshow presentation is to inform Drug Court Professionals and Participants about C.A. and the solution that C.A. can provide to Drug Court Participants who wish to achieve freedom from addiction. ([Link](#))

## Request for Non-Profit Status Number

Areas that are not yet incorporated and/or registered as a non-profit organization and need a non-profit status number for PSA placement can mail or email this form to the World Service Office of Cocaine Anonymous to request that the WSO send a letter to any TV/radio station or billboard company. The WSO will send the necessary information to the station/company address given below.

**CAWSO INC. 21720 Wilmington Ave., Suite 304 Long Beach, CA 90810-1641**  
**[cawso@ca.org](mailto:cawso@ca.org) 310-559-5833**

### Area Information

Name of Area: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

### Station/Company Information

Station Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Would you like a confirmation letter returned to you from the WSO?

Yes \_\_ No \_\_