'The suggestions in this service manual are by no means rules of law, but they have come from our hard won experience. This manual came about as a result of what worked for us and what didn’t. Its our hope that by working from this manual, those that come after us, wont have to make the same mistakes that some of us have.'
A FEW GUIDING PRINCIPLES FOR OUR FELLOWSHIP

Cocaine Addicts Anonymous must always remain a cocaine specific fellowship, so that it never loses its singleness of purpose and identity.

Changes to our traditions can only take place with the consent of three quarters of all CAA groups.

All addict members of the CAA board of trustees, must be cocaine addicts.

World Service Committee approved literature; the big book of Alcoholics Anonymous (our adopted basic text) is our most valuable tool of recovery. If we replace the word alcohol with the word cocaine, and substitute the word alcoholic with the phrase cocaine addict, it fits us perfectly. As such, it is the opinion of Cocaine Addicts Anonymous that meetings should always have copies of this book available for their members.
GROUPS:

SUGGESTION FOR A PROCEDURE IN THE EVENT OF A GROUP SERVANT RELAPSING:
Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it can not be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question: **Are they back for GOOD this time and making recovery the number one priority in their life?**

The group may want to ask the individual to leave the room, whilst they decide the matter.

The four following sentences should be added to the World Service Manual, under the group section at the foot of the Duties and Responsibilities listings in the GSR, Secretary, Greeter and Treasurer commitment sections.

- The GSR should realize that in the event of him or her relapsing, they will no longer be able to perform the commitment.
- The Secretary should realize that in the event of him or her relapsing, they will no longer be able to perform the commitment.
- The Treasurer should realize that in the event of him or her relapsing, they will no longer be able to perform the commitment.
- The Greeter should realize that in the event of him or her relapsing, they will no longer be able to perform the commitment.

The two following sentences should be added to the World Service Manual, under the group section at the foot of the Duties and Responsibilities listings in the Tea Person and Literature Secretary commitment sections. The Tea person should realize that in the event him or her relapsing, their service position could be up for review by the group and may result in the service commitment being terminated. The Literature Secretary should realize that in the event him or her relapsing, their service position could be up for review by the group and may result in the commitment being terminated.

STARTING A NEW CAA MEETING

While CAA very much wants to encourage cocaine addicts to start new meetings, we want to stress how important it is that groups be strong. Starting a new meeting is a serious undertaking. Before starting a new group, please ask yourself these questions; **Why do I want to start this meeting? Are there meetings locally that have vacant service positions? Would I be serving CAA better by helping to fill the vacant service positions that already exist?** Experience has shown that its best to observe a few guiding principles before starting a new meeting.

1. Anybody starting a new meeting of Cocaine Addicts Anonymous, must be a cocaine addict and have worked through the 12 steps of recovery, as outlined in the Big Book of Alcoholics Anonymous.
2. There should be at least 3 people prepared to take service positions on the committee of the group, before the first new meeting actually takes place {H and I meetings are different and only require one CAA member}.
3. A venue should be found that is affordable {Not free - Tradition 7 states that we should pay our way} and sustainable {its not good for meetings to change venues - A first timer might find an old meeting list, with the wrong address on it}.
4. A rough format should be agreed in advance of the first meeting {This of course can always be changed later}.
5. At the first meeting, somebody should take\secretary\chair the meeting on a one off basis, then after the meeting has ended, a business meeting should take place (open to all who were at the meeting) and a committee should be elected from those present.

In Cocaine Addicts Anonymous, the group comes first. Not the World Service Committee, not the Area Committee, not the District, not the Hand I, or P.I. committees, the group.

We believe in the upside down triangle – that the groups should have the power. The World, Area and District committees, exist to serve the groups, NOT the other way round. For example, there should never be a situation where a service committee (World, Area or District) has a full compliment of officers, while a local group doesn’t have all its service positions filled. It doesn’t matter if the service committee has vacancies, its more important that the group has its positions filled. The groups are not there to feed World, Area, or District Committees. It should be the other way around. The GSR IS the most responsible service position in C.A.A. because the group is the highest authority in our fellowship, and the GSRs job is to represent the group. Great care should be taken in selection of our GSRs, they are ultimately the ones who will decide the fate of our fellowship.

THE DEFINITION OF A COCAINE ADDICTS ANONYMOUS GROUP:

A meeting is when two or more cocaine addicts gather together to share their experience, strength and hope with each other, for the purpose of recovery from cocainism.

A Meeting may call itself a C.A.A. Group when:
1. The only requirement for membership is a desire to stop using cocaine.
2. It is fully self-supporting.
3. Its primary purpose is to help cocaine addicts recover through the Twelve Steps of C.A.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

THE C.A.A. GROUP:
The basic unit in C.A.A> is the local Group, which is autonomous except in matters affecting other Groups or C.A.A. as a whole. The Group has one primary purpose, which is to help other cocaine addicts to recover through the Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films. The Group’s total responsibility is perhaps best expressed by
the First Tradition: “Our common welfare should come first; personal recovery depends upon C.A.A. unity.”

THE COCAINE ADDICTS ANONYMOUS HOME GROUP:
A Home Group may be defined as a meeting a member attends, come rain hail or shine. If a member is feeling good, he goes to his home group, if she is feeling bad, she goes to her home group. We let our home group members get to know us. The Home Group also provides an opportunity to be of service. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience (Though specific voting procedures are decided by each individual group).

Each meeting follows a set format, but there are different meeting styles. Eg: Big Book or Literature Study Meeting: Participants study and discuss the Big Book or any piece of CAA literature.
Speaker Meeting: One or more C.A.A. members share their personal experience, strength and hope with the meeting/group at length.

At some time during the meeting, there is a period for C.A.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature, chips, refreshments and contributions to CAA as a whole.
Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.

MEETING TYPES:
Closed: Attendance is limited to cocaine addicts only, or those who think they have a problem with cocaine.
Open: Attended by cocaine addicts, their families, friends and other interested people. In keeping with our 7th tradition, non cocaine addicts must not contribute to the meeting, in terms of finances, service, or sharing.

H&I MEETINGS:
H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A.A. members through the H&I committee. H&I meetings are basically beginners meetings; with the secretary of each meeting providing the speakers. They are not usually listed in the meeting directory; and they do not observe the 7th Tradition.

GROUP BUSINESS
While each group is autonomous and can run its business any way it chooses, experience has shown that the most effective and functional way for a group to run its business, is in a separate ‘business meeting’, rather than trying to conduct its affairs (elections etc) during the CAA meeting itself.

READINGS
Any new readings need to be approved by CAA World Service, before being read out in meetings.

GROUP SERVANTS:
“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.”
C.A.A. groups may create such service positions, as they deem necessary to carry out the group functions. Such positions might include: Secretary, Group Service Representative, Literature Person, Tea and Coffee Person, Greeter, etc.

**THE SUGGESTED GROUP SERVICE POSITIONS ARE:**

**GROUP SERVICE REPRESENTATIVE (GSR)**
The GSR should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
Term: Two years.

The GSR position is most important service position for which a CAA member can be elected. Great care should be taken with this choice.

GSRs are the ones who will carry the information back to the Group as to what is going on in our Fellowship. It should be understood that a GSR does not require Group approval to vote at World level on matters affecting the Group or C.A. A. as a whole, although it is the GSR responsibility to vote mindful of the group’s conscience. (See Concept 3). A good GSR is familiar with the C.AA. Service Manual, the 12 Traditions, and the Twelve Concepts of World Services. If the GSR cannot attend a local service committee, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment, as well as the sacrifice of time involved.

In Cocaine Addicts Anonymous, the group comes first. Not the World Service Committee, not the Area Committee, not the District, not the H and I, or P.I. committees, the group.

We believe in the upside down triangle – that the groups should have the power. The GSR IS the most responsible service position in C.A.A. because the group is the highest authority in our fellowship, and the GSRs job is to represent the group. Great care should be taken in selection of our GSRs, they are ultimately the ones who will decide the fate of our fellowship.

**DUTIES AND RESPONSIBILITIES:**

1. Sees that the Traditions are followed within the Group.
2. Attends all business meetings.
3. Conducts communication between the Group and the local Service Committee Meeting.
4. Relates all the communication to the group from the local Service Committee Meeting.
5. Keeps the group in touch with what is happening in the rest of CAA. (If the group or unaware of what is happening in CAA, responsibility rests with the GSR).

**ALTERNATE GSR:**
The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR.

**SECRETARY:**
The Secretary must be a cocaine addict and should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
Term: One year.

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the group members through utilization of the C.A.A. Program.
Duties and Responsibilities:
1. Sees that the Traditions are being followed within the Group.
2. Follows the meeting format in accordance with the group conscience.
3. Updates the meeting ‘script’ in accordance with the group's wishes.
4. Sees that the other group servants are properly fulfilling their service commitments.
5. Sees that Seventh Tradition contributions of the members are collected by the treasurer and that a record is kept of the Group's income and expenses.
6. Sees that the Group is represented at the local Service Committee Meeting (by means of a GSR or similar).
7. Ensures that the treasurer pays the rent for the meeting space and that the Group's monthly contribution is forwarded to the Service committee.
8. Keeps an accurate, up-to-date record of changes in the group conscience.
9. Keeps a record of each group officer's election date.
10. Books only cocaine addict speakers and is responsible for keeping any drug-related, general sharing in the meeting, cocaine specific.

GROUP TREASURER:
The Treasurer should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
Term: One year.

Duties and Responsibilities:
1. Keeps an accurate bookkeeping system.
2. Gives financial reports to the Group regularly.
3. Pays all Group expenses.
4. Passes on contributions to the service committee, by means of the CAA paying in book.

LITERATURE and CHIPS SECRETARY:
The Literature and Chips Secretary should have worked through the 12 step process as outlined in the Big Book of AA, be making recovery the number one priority in their life, and have read and be familiar with all CAA literature.

Duties and Responsibilities:
1. Keeps an accurate inventory of the group's leaflets and Chips.
2. Prepares an order form, listing the group's chip and literature requirements, in advance of the group's business meeting and presents it to the group at the business meeting.
3. Makes sure the group has ample stock.
4. Displays literature and chips in an attractive way.
5. Makes sure newcomers are furnished with all CAA literature and where possible, takes the time to explain the literature to the newcomer.

GREETER (Male and Female):
The Greeters should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their lives.
Term: One year

Duties and Responsibilities:
1. Arrives at the venue at least 30 minutes before the start of the meeting.
2. Stands outside and watch for any unfamiliar faces.
3. Greets them warmly, introduces them to the rest of the committee and sees that they get a cup of coffee or tea and that they generally feel welcome.
4. Engages them in conversation along the lines suggested in the Working With Others chapter in the Big Book, or introduces them to someone who will.
TEA PERSON:
The Tea person should have worked through the 12 step process as outlined in the Big Book of AA, or at least be engaged in going through the process with a sponsor and be making recovery the number one priority in their life. Term: One year.

Duties and Responsibilities:
1. Make sure the group has a stock of tea, coffee, biscuits etc, in accordance with the wishes of the group.
2. Arrives at the meeting place at least 30 minutes before the meeting commences
3. Makes sure those who want it are given tea or coffee.
4. Clears away all tea and coffee stuffs five minutes before the meeting commences, so as not to disturb the start of the meeting.
5. Makes sure the kitchen space is left in at least as clean and tidy a state as it was found in.

CLEAN TIME CELEBRATION SECRETARY:
The Clean time Celebration Secretary should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life. Term: One year.

It is critically important that the newcomer be shown that our programme works. Therefore it is paramount that people with multiple years of recovery celebrate their CAA birthdays at the meeting.

Duties and Responsibilities:
1. Keeps a log of all home group members CAA birthdays and their clean times.
2. Make a weekly announcement along the lines of, “There is a cup on the table for contributions to the CAA clean time birthday cake fund, If you want to help CAA members celebrate their clean time birthdays with a cake and a card, the cup is on the table for your donation” {Tradition 7 money can not be used for birthday cards and cakes}.
3. Buys the cake, appropriate amount of candles and card and presents the cake and card {Having ensured that as many members of the group as possible, have signed it} to the person celebrating their birthday, during the clean time celebration section of the meeting.

WEBSITES
CAA Areas and Districts are welcome to set up local websites, but these need to be approved by the World Service Literature and Design Chair Person\Committee, so that the same colour schemes, layout and fonts are used, as those on the World Service Website.
GENERAL FINANCIAL GUIDELINES:

1. Trusted servants elected to handle money should be chosen with care.
2. Check book accounts should require two signatures.
3. The treasurer shall report income and expenses on a regular (monthly) basis.
4. Checks should not be pre-signed.
5. Standard accounting procedures should be utilized to record all income and expenses.
6. It is not wise for groups or service committees to hoard sums of money. Funds over and above a months running costs, should be passed onto the next level of service or used to carry the CAA message to the cocaine addict who still suffers.
7. Receipts and/or invoices should be maintained for all expenditures.
8. At the Group level, it is recommended that two group members be accountable for Group funds.

WORLD SERVICE COMMITTEE

The basic purposes of World Services are:
1) Communication
2) Coordination
3) Information
4) Consensus

Only at this level of World Services do we find service structures and bodies designed to deal with situations that involve our entire Fellowship. Even though all parts of the service structure affect and are affected by the C.A.A. fellowship, it is only at this level that decisions are made that affect C.A.A. as a whole.

WORLD SERVICE COMMITTEE MEETING:
The WSC is the nerve center of our Fellowship. The WSC is the time each month when all our service branches come together. At the WSC, the GSRS, Sub Committee Chair people, World Servants and any other interested C.A.A. members, meet to discuss ideas and direction for the Fellowship of C.A.A. as a whole.
The World Service Committee serves the Fellowship by distributing chips and literature, handling the financial contributions of the fellowship. The primary function of the World Service Committee is to serve the common needs of its members and to facilitate unification. The World Service Committee should establish a permanent mailing address and bank account. When the time comes, the World should also establish a World Central Office.

SUGGESTED WORLD FUNCTIONS:
1. Coordinates telephone services.
2. Manufactures, distributes and/or sells literature and chips.
3. Standing Committees include:
   a. Telephone (Helpline)
   b. Hospitals and Institutions
   c. Public Information
   d. Convention
   e. Chips and Literature
   f. Finance
   g. Special Events
   h. Internet
5. Maintains and updates a list of meetings.
6. Maintains ongoing communications with the Groups.
7. Publishes and distributes Meeting Schedules.
8. Holds monthly Service Meetings.
9. Sponsors service days and workshops.
10. Sponsors Conventions.
11. Establishes and administers a Central Office, if appropriate.
12. Maintains a bank account.

A GUIDING PRINCIPLE FOR WORLD, AREA, OR DISTRICT SERVICE COMMITTEES: The World, Area and District committees, exist to serve the groups, NOT the other way round. For example, there should never be a situation where a service committee (World, Area or District) has a full compliment of officers, while a local group doesn’t have all its service positions filled. It doesn’t matter if the service committee has vacancies, its more important that the group has its positions filled. The groups are not there to feed World, Area, or District Committees. It should be the other way around.

WORLD SERVICE COMMITTEE MEETINGS
World currently holds monthly Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, voted and acted upon.

Possible Voting Members:
Group Service Representatives World Officers (Treasurer, Secretary etc) Committee Chairpersons (H and I, P.I., Convention Chair etc), and other trusted servants as decided by the World Service Committee.

Voting Procedures: Determined by World Service Committee. From the point that any service committee (World, Area, District) has 5 or more meetings, ONLY the GSR may vote at service committee meetings. There is a 3 month lock in on all decisions – if an issue has been voted on, it can not be put up for the vote again, until 3 months has elapsed. Decisions can be made, either by raised hands, or by general vocal agreement. In other words, if a decision is voted on or
agreed on in some other way (EG: Vocal or nodded) it amounts to exactly the same thing. It is carried.

WORLD EXPENSES
(May include):
• Costs for rent and tea and coffee for service meetings;
• Chips and literature
• Telephone; P.I. or H and I expenses, (e.g., costs of mailing, copying, etc.); Sponsoring conventions, service learning days etc

WORLD SERVICE COMMITTEE OFFICERS:
Chairperson
Vice Chairperson
Secretary
Treasurer

WORLD SERVICE COMMITTEE OFFICERS; DUTIES & QUALIFICATIONS

CHAIRPERSON
The Chairperson should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
\[\text{a. Two years continuous clean time.}\]
\[\text{b. Two year commitment.}\]
\[\text{c. At least one year of active service in C.A.A.}\]
\[\text{d. Presides over monthly meetings and arranges agenda.}\]
\[\text{e. Assumes responsibilities of coordinating all activities within the World Fellowship}\]
\[\text{f. Encourages trusted servants to Chair various Service Committees. (H and I, P.II etc)}\]
\[\text{g. Only votes in case of a tie.}\]
\[\text{h. Prepares Committee Agenda}\]
\[\text{i. Takes responsibility for ensuring that committee members fulfill their obligations.}\]
\[\text{j. Should have a service orientated background}\]

SECRETARY
The Secretary should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
\[\text{a. One year continuous clean time}\]
\[\text{b. Two year commitment.}\]
\[\text{c. Six months of active service in C.A.A.}\]
\[\text{d. Keeps and distributes accurate minutes of each meeting.}\]
\[\text{e. Is responsible for communications throughout the month with WSC members (keeps everyone in the loop).}\]

TREASURER
The Treasurer should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.
\[\text{a. Two years continuous clean time.}\]
\[\text{b. Two year commitment.}\]
\[\text{c. One year of active service in C.A.A}\]
\[\text{d. Gainfully employed and/or financially stable.}\]
\[\text{e. Receives and deposits financial contributions from meetings and special events.}\]
\[\text{f. Keeps an accurate bookkeeping system.}\]
\[\text{g. Maintains bank account(s) with checks requiring two (2) signatures.}\]
\[\text{h. Gives monthly financial report.}\]
\[\text{i. Pays all expenses.}\]

WORLD SERVICE SUB COMMITTEES
{It is suggested that the following Committees exist at World level}.

LITERATURE AND DESIGN CHAIR\COMMITTEE:
Responsible for the, design, manufacture and distribution of literature and chips to C.A.A. and interested outside organizations. Literature and design person is responsible for keeping and replenishing the stocks of chips and literature.

The World Service Literature and Chips Committee reviews, edits, and submits literature to the WSC for approval. Any new items of literature put forward to the World Service Committee for consideration, should meet the following requirements:
A. The proposed item should expand the inventory of materials adopted by the Fellowship and aid our members in understanding and application of the Twelve Steps of Cocaine Addicts Anonymous and the Twelve Traditions of Cocaine Addicts Anonymous as outlined in the big book of A.A.
B. The proposed item carries the message of C.A.A. to the cocaine addict who still suffers.
C. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.
D. The proposed item clarifies the nature of cocainism to the general public and fellowship. The Literature and Design Chairperson\committee is also responsible for making sure all CAA fonts, colours and designs are uniform, the world over, as per the conscience od the World Service Committee. The L and D committee\chair, also implements any WSC changes in CAA literature {including the World Service Manual} and oversees design and layout of website {layout is decided by the World Service Committee}.

HOSPITALS AND INSTITUTIONS COMMITTEE:
Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

TELEPHONE (HELPLINE) COMMITTEE:
Responsible for providing information and assistance to people who contact C.A.A. by phone.

PUBLIC INFORMATION COMMITTEE:
Responsible for the distribution of literature and information to the public. In all public relations, C.A.A.’s sole objective is to help the stillsuffering cocaine addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a Fellowship in learning to recover from cocaine addiction. We believe that our experience should be made available freely to all who express sincere interest. We believe further that all efforts in this field should always reflect our gratitude for the gift of being clean. The Public Information Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for approval.

CONVENTION COMMITTEE:
Responsible for the coordination of a convention to carry the message of recovery, unity and service to members of Cocaine Addicts Anonymous. The purpose of the World Service Convention is to promote enthusiasm and unity within the Fellowship of Cocaine Addicts Anonymous and financially support World Service efforts to carry the message.

INTERNET COMMITTEE:
Responsible for matters relating to the creation, update and maintenance of the website, in accordance with the wishes of the World Service Committee.
PUBLIC INFORMATION

Good Public Information work is essential if our fellowship is to grow and if we are to have new cocaine addicts to work with. One of the most effective ways to carry the CAA message, is via the professional community; treatment centres, doctors, the police, the clergy, the probation services etc etc. Here is sample letter that can be emailed, or posted to such an organisation:

Dear

In our community, there are thousands of men, women, and children who are caught in the "I want to quit cocaine, but cant" trap. We offer help and a solution, for those who want to help themselves.

Cocaine Addicts Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their cocainism. We currently have 3 weekly C.A.A. meetings in the area, and are helping many cocaine and crack addicts to recover.

There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are a confidential non-profit organisation. None of us are professionals. We are simply recovered cocaine addicts, who would like to help other cocaine addicts who wish to recover by way of the solution we have found; the 12 steps.

If you wish, we could make a presentation to you and your staff, at your facility, at a time that is convenient to yourselves - this could take as little as 40 to 45 minutes (depending on how much time you would wish to allocate). We would provide C.A.A. literature and a small panel of speakers (probably 2), who would aim to demonstrate the effectiveness of the solution we offer. The presentation would close with a short question and answer session. If this is something that might be of interest, or if you have any questions, please email back, or phone me on

Sincerely

Cocaine Addicts Anonymous
cocaineaddictsanonymous.com

When dealing with the professional community, we observe the principle of cooperation but never affiliation (Tradition 6). Also, we should explain to them during the presentation that we are fully self supporting (Tradition 7). We keep in mind that we have no opinions on outside issues such as rehabs, cocaine addicts in society or anything outside of our program of recovery (Tradition 10). We keep our sharing to an explanation of CAA and our effectiveness and ‘what we were like, what happened, and what we are like now’. We are representing CAA and accordingly, we should look presentable and avoid profanity. We should furnish the professional community with CAA pamphlets and meeting lists (They can help us carry the message). When addressing such a
presentation, remember they probably don't know anything about us, accordingly its useful to remember to refer to our fellowship as Cocaine Addicts Anonymous, not CAA. The initials CAA may mean nothing to most people, but the words Cocaine Addicts Anonymous are self explanatory.