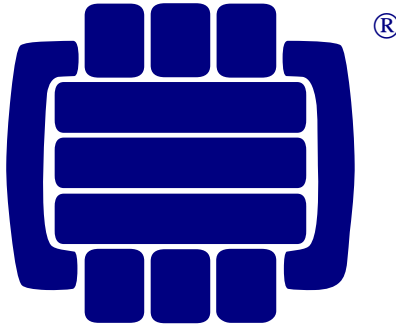


Palmer Drug Abuse Program



INFORMATION FOR THE INQUIRING NEW CITY

Table of Contents

What is PDAP?	3
Public Awareness	4
Forming Your Organizational Committee.....	5
Incorporation.....	6
Bylaws	7
IRS Tax Exemption.....	8
Insurance Requirements & Information	9
Bank Account Information.....	10
Funding.....	11
Facility Requirements	12
Admissions Committee of PDAP Services, Inc.....	13
The Effective Makeup of Boards.....	14
Contact Information	15
About the Staff.....	16
Checklist.....	17
The Twelve Traditions of the Palmer Drug Abuse Program.....	18
The Twelve Steps of Alcoholics Anonymous	19
The Twelve Steps of the Palmer Drug Abuse Program	20

What is PDAP?

The Palmer Drug Abuse Program...

- is a community-based non-profit organization made up of young people and parents whose lives have become unmanageable due to substance abuse.
- is a spiritually based, twelve-step program.
- recognizes the tremendous power of peer group pressure and provides the teen with a peer group that denounces mind-altering substances and substitutes love, acceptance and mutual accountability.
- sponsors a comprehensive program of individual and group sessions, and “straight” friends to provide ongoing support and encouragement.
- offers support groups and counseling to parents. The parents play a major role in the recovery process.
- helps define structure in the parenting process, provides answers to parents concerning their role in dealing with their child’s problem and helps parents to communicate more effectively with their children.



Public Awareness

A major step in the process of bringing PDAP to your city is to educate the public regarding the problem of substance abuse, as well as the solutions that PDAP can offer. It has become apparent that most communities do not realize how widespread the problem is. Therefore, it is important to bring the reality of the epidemic to the forefront. This is done by planning a Media Blitz!

- Coordinate with PDAP Services, Inc. to schedule a designated representative to your city to begin the education process. This will be done at your expense.
- The days of the visit plan as many radio and TV appearances as possible, as well as newspaper interviews and any other kind of press coverage that can fit into your schedule.
- Throughout the day, have meetings set up with school officials and other representative groups that could benefit from PDAP.
- Plan a breakfast and invite community, business and civic leaders, as well as other influential people that would be interested in hearing the PDAP story.

The grand finale should be a public forum to be held at night in a location suitable for the crowd you expect. The purpose of this meeting, which should be well advertised prior to and throughout the day, is to tell about PDAP and arouse as much interest as possible.

With activities such as these, you will have:

- Educated the public about the problem of substance abuse.
- Raised the profile of PDAP as a viable and positive solution.
- Obtained a list of people who wish to get involved to make the miracle of PDAP a reality.

Remember, PDAP is a community-based program, not a one-man show. You need ongoing community involvement for PDAP to become truly successful.



Forming Your Organizational Committee

From the list you obtained during the media blitz, as well as from your knowledge of other dedicated, prestigious people in your community, you need to form an organizational committee. The organizational committee will be responsible for not only bringing PDAP to your city, but also for giving direction to its ongoing stability and growth. The organizational committee will be the stability of PDAP, for without a strong, working committee, PDAP cannot survive. Unless the committee is comprised of influential leaders of your community, your program will probably have difficulty raising the necessary budget to remain a quality program.

Before your formal board is officially in place, you should consult with PDAP Services, Inc. about specifics regarding board members, duties and responsibilities.



Incorporation

It is important that you have an attorney on your board who can handle your legal matters. One of the most important functions, once you have a board nucleus, is to file with your Secretary of State for a corporate non-profit charter. You must incorporate as the Palmer Drug Abuse Program – Midland, Texas, Inc.



Bylaws

Once you have formed your board, you must adopt bylaws that will provide you with operating procedures. You will be given a copy of bylaws used by PDAP-Midland, Texas, Inc. as a sample. You must adopt these unless they are in violation of your state laws. Remember, when you adopt these bylaws, you can have them amended by a majority vote of your board. We have found these bylaws are conclusive and, if followed, will produce a strong and effective board of trustees for your city.



IRS Tax Exemption

Having incorporation is not enough. You need to file for your IRS determination letter. This letter guarantees the donations to you are tax deductible under 501(c)(3) code of the IRS. It takes approximately 18 months for this letter to arrive. Please don't get discouraged. It is our understanding that you can start raising money immediately, as the IRS authorization is retroactive to the date of your incorporation. You must also file the IRS form 990 upon completion of your corporate year-end. Please check with your local tax specialist in these matters.

The links below require you to have an active internet connection.

[Click Here](#) to view exempt PDAP organizations as listed with the IRS.

[Click Here](#) for Package 1023 - Application for Recognition of Exemption.

[Click Here](#) for Form 990 (Schedule A).

[Click Here](#) for Form 990 (Schedule A) Instructions.

[Click Here](#) for Form 990 EZ.

[Click Here](#) for Form 990 EZ Instructions.

[Click Here](#) for all other IRS forms.



Insurance Requirements & Information

As a non-profit organization, you should obtain directors and officers liability insurance to protect yourself. Preferably have a property and casualty agent on your board who can advise the board. If you do not have an insurance agent on your board, contact an agent in your community to address your insurance needs for Directors and Officers liability, group health insurance and worker's compensation insurance.

- Contact a local property and casualty insurance agent in your city immediately.
- You need the agent to obtain worker's compensation and general liability insurance for you. The general liability should include injury to people, damage to property and personal injury.
- Your local board for staff and trustees & officers needs liability insurance.
- Have your agent check on bonding, umbrella liability and any other coverage recommended by your agent.
- Health insurance and life insurance is needed for staff.



Bank Account Information

You will need to open a bank account of your choice, as you will be responsible for the collection and disbursement of funds. The signatures on your bank account will need to be members of your board. For assistance in this area, please consult the section in the by-laws entitled “Duties and Responsibilities of the Treasurer”.



Funding

PDAP Services, Inc. has determined that funding for one year, and commitments for at least 2 years' additional funding, must be raised in a city for its stability before PDAP can open. Sample budgets of first year's operating expenditures are enclosed.

Remember, your operating expenses are estimated. PDAP Services, Inc. has also determined that a consulting fee for all new affiliates is required to offset expenses in time and money incurred. **THIS FEE IS NOT INCLUDED IN THE SAMPLE BUDGET.** It is important for you to realize that once you raise your first year's funding that fundraising does not come to an end. It will be the responsibility of your board to raise the necessary funds to operate PDAP on an ongoing basis.

It has been our experience that funding requirements will increase each year, from an average of 20% to as much as 50 to 60% in the first year.



Facility Requirements

Office and meeting space will need to be obtained before actual operations can begin. Traditionally, PDAP is housed in church facilities. Over the years, churches of all denominations have opened their doors to accommodate PDAP. Ideally, space requirements consist of:

- Two offices designated for PDAP
- A day room for counseling sessions (Monday-Friday, 9:00am – 5:00pm)
- Two large rooms for weekly night meetings (7:00 – 10:00pm)

Saturday morning meetings for the young people and parents are also held, but the room space requirements are less than those used at the night meetings. Commitments for space should be for at least six months. Should you have any questions as to whether space offered is adequate, please contact a representative of PDAP Services, Inc.



Admissions Committee of PDAP Services, Inc.

At this point, the chair of your organizational committee may contact the PDAP Services, Inc. chairman to set a date to meet with the Admissions Committee of our Board of Trustees. This process is for you to have your questions answered and get any additional information and direction on how to make your program successful. It is also for the purpose of providing the committee with the required documentation to get you started.

All cities must furnish the Admissions Committee with a copy of their proposed by-laws, articles of incorporation the name of their depository and a list of their prospective board members. Recommendation of the Admissions Committee and approval of the Board of Trustees takes approximately 90 days. Upon receiving written notification of approval from PDAP Services, Inc. Board of Trustees, a formal local board can be established.

Once your Board of Trustees is formed, a PDAP representative should have an organizational session with them. Follow-up workshops on board structure and development will be available upon request.

Note: Due to the nature of our program, our staff comes from within the ranks. The time could vary due to the availability of qualified personnel willing to transfer.



The Effective Makeup of Boards

An effective board is made up of persons who can provide the organization with three things: work, wisdom and wealth.

- **Work:** Not less than a fourth and not more than a third of the board should be persons who are selected largely because they have the time and energy to work for the organization. It seems that, in the case of PDAP, parents of participants could usefully serve on some of the board committees.
- **Wisdom:** Not less than a fourth and not more than a third of the board should be persons who are selected largely because of their knowledge or expertise in areas which will be useful to the organization. This knowledge or expertise may be in the substantive area of the organization's service or in some specialized area such as accounting or public relations, but because the board makes policy, it is important to have some people who have expertise in the professional area of the program or services.
- **Wealth:** Not less than a third and not more than half of the board should be persons who are selected because they can both give money to the organization and ask their peers for it. In fundraising, it is first and foremost who does the asking that counts! Therefore, if you don't have persons of affluence and influence on the board, you are never going to raise money.

Note: We have found that parents of abusers should be in a formal Twelve Step program for at least one year before they are placed in a policy-making position.



Contact Information

Anytime you have questions or concerns you would like to discuss with a representative of PDAP Services, Inc., please feel free to contact one of the persons listed below.

Charles (Chuck) Barksdale, Chairperson

315 E. Pecan
San Antonio, Texas, 78205
(210) 227-2634
(210) 226-2468 (fax)

Steve McAllister

PDAP-Houston
1616 S. Voss
Houston, Texas, 77057
(713) 938-9878 (pager)
(713) 507-5314 (fax)

Gary Leach

PDAP-Corpus Christi
3104 S. Alameda
Corpus Christi, Texas, 78404
(512) 887-8900
(512) 883-8324 (fax)

Eddie Clark

4011 Halsey
Victoria, TX 77901
(361) 576-4159
(361) 576-4150 (fax)



About the Staff

Once you have formed a corporation and garnered community support, the most important issue is staffing. Traditionally, PDAP staff comes from within the ranks. Although many states have licensures and/or certifications and there are many people qualified to work for a program like PDAP, the distinguishing characteristic of PDAP is its staff.

The most successful PDAP program is comprised of staff who has not only learned the program, but also live it! While PDAP staff works toward earning state licensure and/or certification, PDAP also maintains an internal training mechanism to protect the integrity of the program.

The most successful program staff will be made up of people who are brought along from other cities (and, eventually, from the group in your own city). And can share their PDAP 12-Step experience, strength and hope with those in need of our program...that they will “grow” and train to be future staff members.



Checklist

The following tasks must be completed in the order listed here to bring PDAP to your city.

Prior to contacting PDAP Services, Inc.:

- Launch a public awareness campaign
- Form your organizational committee
- Develop proposed Articles of Incorporation for your non-profit charter
- Develop proposed by-laws
- Arrange depository account
- Develop list of prospective board members

After receiving approval from PDAP Services, Inc.:

- File for IRS tax exemption
- Fulfill insurance requirements
- Obtain first year finding and commitments for next two years
- Arrange for use of facilities



The Twelve Traditions of the Palmer Drug Abuse Program

1. Our common welfare should come first. Personal recovery depends on PDAP unity.
2. The primary requirement for membership is a desire to live a chemical free life.
3. Our primary purpose is to carry the message of love and understanding to substance abusers and their families.
4. The right to personal confidentiality must be respected at the public level.
5. The symbol of abstinence from mind-changing chemicals is the monkey's fist. Commitment to Family Group is symbolized by the Heart.
6. PDAP is non-sectarian. We are however, a spiritually oriented program that recognizes God as its Central Authority
7. PDAP never endorses or opposes any cause. It does not finance or lend its name to any outside enterprise.
8. For the purpose of continuity, PDAP is a structured program administered by a salaried staff operating by authority of a board of trustees.
9. Each PDAP city operates as an autonomous entity, except in matters that may affect PDAP as a whole.
10. Policies may be established by each city's board of trustees and implemented by the staff, except when to do so would affect PDAP as a whole.
11. PDAP is a non-profit organization that charges no dues or fees for its services and is dedicated to helping people recover from the effects of mind-changing chemicals.
12. Unconditional Love is the spiritual foundation of our program, ever reminding us to place principles before personalities.

Adapted from the Twelve Traditions of Alcoholics Anonymous
by permission of Alcoholics Anonymous World Services, Inc.



The Twelve Steps of Alcoholics Anonymous

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 understand 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. We 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 a result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.

“Alcoholics Anonymous”
pp. 59-60



The Twelve Steps of the Palmer Drug Abuse Program

1. We admitted that mind-changing chemicals had caused at least part of our lives to become unmanageable.
2. We found it necessary to "Stick with Winners" in order to grow.
3. We realized that a Higher Power, expressed through our love for each other, can help restore us to sanity.
4. We made a decision to turn our will and our lives over to the care of God, as we understand Him.
5. We made a searching and fearless moral inventory of ourselves.
6. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
7. We became willing to allow our Higher Power, through the love of the group, to help change our way of life and humbly asked Him to help us change.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people, whenever possible, except when to do so would injure them, others or ourselves.
10. We have continued to look at ourselves and when wrong, promptly admitted it.
11. We have sought through prayer and meditation to improve our conscious contact with our Higher Power, whom we have chosen to call God, praying only for knowledge of His will for us and the power to carry that out.
12. We, having had a spiritual awakening as a result of these steps, try to carry our love and understanding to others, and to practice these principals in our daily lives.

Adapted from the Twelve Steps of Alcoholics Anonymous
by permission of Alcoholics Anonymous World Services, Inc.

