



SMART Recovery®

A Not-For-Profit, Volunteer-Driven Organization
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CENTRAL OFFICE STAFF
Shari Allwood and Jodi Dayton

Dear Friend:

I am pleased to learn you have interest in facilitating a SMART Recovery® group in your area. We have a complete package of materials to assist you in getting a group underway.

The SMART Recovery® Facilitator's Manual provides information on:

- Leading a SMART Recovery® Meeting
- Start-up and Basic Operations
- An introduction to REBT
- Basic Counseling and Communications Skills
- Previous SMART Recovery® **News & Views** newsletter reprints that will be useful to you as you get your group underway
- Frequently Asked Questions
- A number of forms and sample flyers you may put to use as your group begins

This publication is available for \$10.95 plus shipping/handling. We also recommend you obtain a copy of the SMART Recovery® Member's Manual and the Facilitating a Basic SMART Recovery® Meeting Video. A set of these three items is available for \$25.90 plus S&H. Please see attached order form for individual pricing and order information.

Once your group gets underway please return your SMART Recovery® Affiliation Form (Appendix F in the Facilitator's Manual) to the Central Office. You will then begin to receive the quarterly **News & Views** and other mailings from headquarters.

To get you started until such time as you order your Facilitator's Manual, enclosed with this package you will find the following items:

- Bringing SMART Recovery® To Your Town
- Welcome to SMART Recovery®
- Recommended Reading List
- Purposes & Methods Statement
- Information on how to access SMART Recovery® on the Internet
- List of groups operating in your region
- Sample copy of the most recent **News & Views**
- Publications Order Form

Our Central Office Staff will be pleased to assist you in any way and may be reached at the address, phone, fax and email noted on the letterhead.

We value the time and energy you will provide in starting a SMART group, and we greatly appreciate your interest.

Tom Horvath

Tom Horvath Ph.D., President

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The Role of the SMART Recovery[®] Volunteer Advisor (VA)

A SMART Recovery Volunteer Advisor (VA) is an individual who 1) has extensive knowledge of SMART Recovery training materials, or 2) by virtue of professional behavioral health experience is familiar with the scientific and professional literature on empirically supported addiction treatment and also has a basic knowledge of SMART Recovery training materials. The VA is designated by the President. Often these designations acknowledge informal relationships between professionals and volunteers that have existed for some time.

The VA serves as a consultant to volunteers as they apply SMART Recovery principles in their activities. The VA helps the volunteer understand SMART Recovery principles more fully, and consider options for how to apply them. The VA does not give directives about how to apply them. The relationship between a VA and one or more volunteers lasts as long as the volunteers find these relationships helpful. The VA has available for his or her own consultation the President or any member of the Board of Directors.

Although SMART Recovery provides direction and guidance to its Meeting Facilitators and other volunteers through written, video and audio training materials, annual training events and periodic distance training events, the exact application of SMART Recovery principles to the diversity of issues that participants present, and the group dynamic issues that arise in SMART Recovery meetings, may benefit from the thoughtful interpretation of a VA. Questions about the application of SMART Recovery principles in meetings or similar settings (e.g., the Message Board) are best asked of Volunteer Advisors, if not members of the SMART Recovery Board of Directors. Volunteers may contact the SMART Recovery Central Office for answers to administrative questions.

The VA has no authority within the SMART Recovery organization, and is not responsible for the actions of the organization or any of its volunteers. In addition to providing consultation to volunteers, many VA's also provide a substantial amount of administrative support for local meetings. How much support will depend on local traditions and circumstances, and how involved local volunteers are willing to be in administrative matters.

Among the coordinating activities VA's have engaged in are: providing a phone line and answering machine for inquirers, updating as needed the information on the phone message (which normally includes both meeting information and background information about SMART Recovery), speaking with inquirers, mailing information to

inquirers, arranging for publicity, stocking and distributing publications, helping to arrange new meetings, and occasionally facilitating a meeting as a model of how to conduct meetings, though all of these might also be handled by a "Volunteer Coordinator," who like the VA, might or might not also serve as a meeting Facilitator. VAs are especially appropriate for giving media interviews and making public presentations.

Some VAs also function as meeting facilitators on an ongoing basis. This is a completely acceptable practice, and may arise for various reasons. For instance, no one else may be available, or the VA simply enjoys the opportunity to donate his or her time in this way. However, ongoing meeting facilitation is outside of the normal VA role, and is not expected of VAs.

There are possible indirect benefits to taking on the VA role if the VA is in private practice. The VA may become more well-known in his or her community for treating addictive behavior, and may receive referrals of this type. It is therefore essential that a clear distinction between SMART Recovery activities and private practice activities is maintained. For instance, in local SMART Recovery literature and outgoing phone messages it is appropriate to list the VA's address and phone number as a point of contact for inquirers. It is not appropriate to indicate in literature, in the phone message, or to callers (unless they specifically ask) that the VA offers professional services. It is appropriate to discuss with facilitators the occasions when they might suggest that a meeting participant seek professional consultation. It is not appropriate to advise facilitators to make referrals to the VA whenever an opportunity presents itself. Facilitators are under no obligation to refer to anyone, but experience has shown that they do refer some individuals to VA's they have grown to respect.

VA's who do not maintain a clear distinction between their for-profit activities and SMART Recovery's non-profit activities will be dismissed from the organization. However, SMART Recovery would be pleased if competent and ethical professionals who offer scientifically based treatment for addictive behavior become better known in their communities.



Bringing SMART Recovery® to Your Town

SMART has published an entire Facilitator's Manual (FM) on the subject of how to start up a SMART meeting and how to lead it successfully. The information covered in the FM can be summarized briefly:

1. Gain a basic familiarity with the SMART Program

It is not necessary to become an immediate expert in any aspect of the SMART Program. After a few hours of reviewing the Member's Manual, the FM, and asking questions of your Professional Advisor (see point 2 below), you can be ready to begin your meeting. In time you can study these books, as well as other books on the Reading List, in depth. The discussions in each meeting will help guide you in choosing what aspects of the SMART Program to focus on.

Once you have a basic familiarity with SMART, at your opening meeting you could state something like this:

"I decided to begin holding SMART Recovery® meetings because I find the ideas in the SMART program very appealing, and because they have been personally helpful (describe how they appeal, and how they have been helpful). I think that having a support group based on these ideas could be helpful to me and to those who would choose to attend. It takes awhile to learn the ideas in SMART, and the group could help us do that. For instance, I mentioned (the helpful idea just mentioned), and it took me awhile to understand how to put this idea to use in my own life. What do you think of that idea, and how could you put it to use in your own life? How helpful do you think it might be for you?"

In time your meetings can follow more exactly the Meeting Outline that is presented in the FM, but at first a friendly discussion about the helpfulness of various SMART ideas is a great way to begin.

2. Find a Volunteer Advisor

Your Volunteer Advisor is your primary point of contact for questions about the SMART program, leading meetings, and operating your local organization, both during start-up, and over

The months and years that follow. A Volunteer Advisor is typically a licensed behavioral health professional with a background in the scientifically based treatment of addictive behavior. SMART Central Office may be able to provide you with suggestions for such individuals in your area. However, even if such an individual is not available, a member of the SMART Board of Directors would be pleased to advise you until someone in your locality can be found.

3. Find a meeting location

The ideal meeting location is convenient to the Facilitator, free of charge, convenient for newcomers to find, available indefinitely at the same time each week, comfortable, large enough to accommodate fluctuations in meeting size, unlocked during the time of the meeting (so that the Facilitator does not need to keep a key), and in a safe area with sufficient parking (or quick access to mass transit). Fortunately, less than the ideal location will often be sufficient. Any location that also hosts 12-step meetings is a possibility (addiction treatment centers, churches, libraries, hospitals, bookstores with coffee shops, public park buildings, etc.). The FM gives additional guidance on how to identify a meeting location.

4. Select a phone number

In the early stages, it's easiest to use a phone number that is already in existence. You or the Volunteer Advisor may be able to attach an answering machine with a meeting announcement to a back line (one that is normally used only for outgoing calls) at home or at the office. Some Professional Advisors include SMART meeting information as part of their office answering machine outgoing announcement, and some Facilitators simply use their home answering machine. In time a dedicated phone line could be used. An example of an outgoing phone message is given in the FM.

5. Prepare a flyer

The FM contains two SMART flyers that are ready to use once your local phone number is typed in. A meeting flyer that gives time and location information about your meeting is also useful.

Examples of local flyers are given in the FM.

6. Publicize your meeting

There are two broad groups that need to be informed about the existence of your meeting: treatment professionals and the public. Once you have a starting date selected, consider making a few phone calls to treatment programs listed in the yellow pages, getting local newspapers to list your meeting in their events sections, and posting some flyers. The FM provides many additional suggestions regarding publicity.

7. be persistent! Have fun! Keep learning!

The FM provides much additional guidance on the fine points of leading your meeting and running your local organization. Your Volunteer Advisor and the SMART Central Office are available to guide you. Participate in SMARTREC if you have Internet access. Be prepared for a minimal response to early meetings. Some meetings may have only you present!

However, over time, as you learn more about SMART, and your meeting attendance stabilizes, there is a very good chance that you will make good friendships through SMART, and that you will find leading SMART meetings to be one of the most rewarding activities in your life!



Welcome to SMART Recovery® (Self-Management And Recovery Training)

A PROGRAM OF SENSIBLE SELF-HELP

SMART Recovery® (is an abstinence-based, not-for-profit organization with a sensible self-help program for people having addictive behavior problems. It includes many ideas and techniques to help you change your life from one that is self- (and other-) destructive and unhappy to one that is constructive and satisfying.

SMART is not a spin-off from Alcoholics Anonymous. No one will label you an "alcoholic" or addict. You are neither diseased nor powerless, and if you do not believe in a religion or spirituality, that's fine. If you do, that's fine, too. We teach common sense self-help procedures designed to empower you to abstain and to develop a more positive lifestyle. When you succeed at following our approach, you may graduate from the program, or you may stay around to help others.

BASED ON SENSIBLE THEORY

Addictive behavior can serve a purpose -- to cope with life's problems and emotional upsets. There's a drawback, however. Many problems arise from heavy drinking, drug using, gambling, overeating and other excesses. So that kind of coping is not only impractical, it's counterproductive.

To help you reverse your self-destructive behavior, we use a cognitive-behavioral (thinking/doing) psychotherapy called REBT which stands for Rational Emotive Behavior Therapy. Psychologist Albert Ellis devised this system in the '50s. It's effective and widely accepted.

According to REBT, thinking creates your feelings and leads you to act. By changing the beliefs and emotions that lead you to continue an addictive activity, you can empower yourself to quit. Then you can work at problems you have with abstaining.

In SMART, we are not much concerned with the past, except to learn from it. We focus on present-day events and the causes of self-destructive behaviors. We concentrate on what to do about them in order to achieve a positive lifestyle change, especially in the areas of our lives that have related to addiction.

KEY AREAS OF AWARENESS AND CHANGE

In SMART we emphasize:

1. enhancing motivation;
2. refusing to act on urges to use;
3. managing life's problems in a sensible and effective way and
4. developing a positive, balanced, and healthy lifestyle.

Motives and Goals

Motivation is a key element in nearly all you do. Consider this: we all have two primary goals-- survival and your happiness. You can increase awareness of your motives for your addictive behavior and of your reasons for quitting. Then you will feel better about changing your behavior. We will show you how.

Beliefs

What you believe about addiction is important, and there are many ideas being tossed around about addiction and recovery. You may believe, for example, that you have an incurable disease, that you have a genetic defect, that you're powerless, or that after the first drink or use or act you have to lose all control. These beliefs may actually be damaging to you.

Some people have additional beliefs. For example, "I've tried and failed, so I can't do it. I need alcohol to cope", or "Because I've tried to quit and failed, I'm no good". Those beliefs, and many like them, can't be justified because evidence just doesn't support them.

Emotions

Emotions are important too. People often use addictive behavior to cope with their emotional problems including anger, guilt, anxiety, and low self-esteem. SMART teaches you how to diminish your emotional disturbances and increase self-acceptance. Then you can have greater motivation and ability to remain abstinent and to live more happily.

Behaviors

Changes in thinking and emotions are not enough. Commitment and follow-through are essential. We encourage members to work at problems and to become involved in enjoyable activities in place of their addictive activities.

HOW HELP IS PROVIDED

Our meeting format is straightforward and organized. Our Facilitators (some are professionals) are trained for the job. Some of them have had personal experience with addiction, and some haven't. That doesn't seem to make any difference. Remember, SMART is a mental health and educational program. We're not trying to cure an imaginary disease. We're concerned with changing human behavior.

SMART meetings are serious but often fun. We're certainly not into drunkalogs (war stories), sponsors, and meetings-for-life. We don't dredge up the past about which you can do nothing. We can do something about the present and the future.

We discuss our problems with addictive activities and our difficulties in recovery. The primary tool used in SMART is the A-B-C method of problem-solving. The A-B-Cs helps us gain awareness of our mistaken beliefs that lead to problem emotions and behaviors.

Near the end of the meeting, the "hat" is passed for donations, which are encouraged but not required.



SMART Recovery® Purposes and Methods

By: A. Thomas Horvath, Ph.D., President

1. We help individuals gain independence from addictive behavior.
2. We teach how to
 - o enhance and maintain motivation to abstain
 - o cope with urges
 - o manage thoughts, feelings and behavior
 - o balance momentary and enduring satisfactions
3. Our efforts are based on scientific knowledge, and evolve as scientific knowledge evolves.
4. Individuals who have gained independence from addictive behavior are invited to stay involved with us, to enhance their gains and help others.

Commentary:

1. We assume that addictive behavior can arise from both substance use (e.g., psychoactive substances of all kinds, including alcohol, nicotine, caffeine, food, illicit drugs, and prescribed medications), and involvement in activities (e.g., gambling, sexual behavior, eating, spending, relationships, exercise, etc.). We assume that there are degrees of addictive behavior, and that all individuals to some degree experience it. For some individuals the negative consequences of addictive behavior (which can involve several substances or activities) become so great that change becomes highly desirable.

To individuals who are, or think they may be, at this point, we offer our services. Our groups are free of charge (although a donation is requested). Our Internet listserve discussion group is free to those who can access it. There is a nominal charge for our publications.

2. Gaining independence from addictive behavior can involve changes that affect an individual's entire life, not just changes directly related to the addictive behavior itself. Consequently there appear to be as many roads to gaining independence from addictive behavior as there are individuals. For many the road will lead somewhere other than using our services. We recommend they follow the direction they have chosen, and we wish them well. They are always welcome to return.
 - o Individuals who have been successful in gaining independence from addictive behavior appear to have made changes in all four areas we teach about. These four areas could also be described as maintaining motivation, coping with craving, thinking rationally, and leading a balanced lifestyle. Although we teach important information in each of these areas, ultimately it is the individual's determination and persistence to keep moving forward that will determine how much success is achieved.
 - o Our services are provided for those who desire, or think they may desire, to achieve abstinence. Individuals unsure about whether to pursue abstinence may observe in our group discussions how abstinence can be achieved, and how it can help. Even those whose ultimate goal is moderated involvement with their substances or activities may benefit from participation in abstinence-oriented discussions. Benefit could occur if the individual aims to engage in selected periods of abstinence, or frames the goal as abstaining from over-involvement (as opposed to all involvement).

- Much of the information imparted by us is drawn from the field of cognitive-behavioral therapy (CBT), and particularly from Rational Emotive Behavior Therapy, as developed by Albert Ellis, Ph.D. In general, CBT views addictive behavior more as a complex maladaptive behavior than as a disease. Use of the CBT perspective allows us to use a rich and easily accessible body of ideas, techniques, and publications. Some of these publications we are able to make available directly to our participants, and others are available through bookstores and other sources.
3. What we offer is consistent with the most effective methods yet discovered for resolving emotional and behavioral problems. As scientific knowledge advances, our teachings will be modified accordingly. Individuals with religious beliefs are likely to find our program as compatible with their beliefs as other scientifically derived knowledge and applications.
 4. The length of time an individual will derive help from our services is variable. For many sincere participants there will come a time when attending our groups, or participating in our other services, is more in conflict with the pursuit of their life goals than enhancing them. Although these participants will always be welcome back if they want to come, this conflict signals that the time for graduation has arrived.

One of the most enduring satisfactions in life is helping others. The individuals who have nurtured SMART Recovery® thus far have reported intense satisfaction at witnessing the positive changes our participants have experienced, and at witnessing the influence we are having on professional addictive behavior treatment. We offer to others, whether graduates of our efforts or not, the opportunity to join us in experiencing that satisfaction.



Code of Conduct for SMART Recovery® Facilitators and Volunteer Advisors

Principles Involved in being a SMART Recovery® Facilitator or Volunteer Advisor:

1. **Promote Independence From Addictive Behavior:** We promote gaining independence from addictive behavior based on the principles and concepts of SMART Recovery®.
2. **Serve as a Community Resource:** We make SMART Recovery® available to our local neighborhoods and serve as a resource for our communities.
3. **Respect the Dignity and Worth of the Person:** We strive to treat each meeting participant with care and respect, mindful of individual differences and cultural and ethnic diversity.
4. **Act with Integrity:** We strive to act honestly and responsibly and to conduct our personal lives in a manner consonant with the goals and principles of SMART Recovery®.

Behavioral Guidelines for SMART Recovery® Facilitators and Volunteer Advisors

1. **Maintain Commitment to Meetings and Participants:** We are responsible for conducting meetings consistent with the principles and concepts of SMART Recovery®. This includes our striving to maintain focused discussions and to balance opportunities for individual participation with the needs of the group. We will endeavor to hold all meetings as scheduled.
2. **Support Self-Determination of Participants:** We respect and promote the right of participants to socially responsible self-determination and assist them in their efforts to identify and clarify their goals regarding addictive behavior within the context of SMART Recovery®.
 - Where a participant's goals are outside the scope of SMART Recovery®, we can encourage them to seek more appropriate options for assistance.
3. **Pursue Knowledge and Competence:** We are expected to learn about the concepts within SMART Recovery® and to apply them in facilitating SMART Recovery® meetings.
 - Facilitators function as leaders within a peer-group, self-help setting. It is not the role of a Facilitator to provide an answer for every question or for questions outside the scope of SMART Recovery®. Rather, the Facilitator's role is to help foster a group process that encourages learning and development in gaining and maintaining independence from addictive behavior.
4. **Support Social Diversity:** We strive to actively understand and respect issues of social diversity, including race, ethnicity, national origin, color, sex, sexual orientation, age, marital/partner status, political belief, religion, and mental or physical ability.

5. **Protect Confidentiality:** We respect and promote confidentiality and the participants' right to privacy at all times, both in and out of meetings, including all verbal, written, and electronic communications.
 - During the course of a meeting, a Facilitator should not solicit or disclose private information about a participant that is unrelated to the focus of SMART Recovery® or that may put a participant at risk.
 - If a meeting participant appears to be at risk of imminent harm to self or others, a Facilitator may contact the local SMART Recovery® professional advisor, the local crisis intervention agency, or the local police/medical/mental health authority. If required by local law, we may be required to report to local authorities regarding disclosures relating to child or elder abuse.
6. **Avoid Conflicts of Interest:** Under no circumstances should we exploit a participant relationship or meeting to further personal, religious, political, or business interests. We should strive to be alert to and avoid conflicts of interest.
7. **Avoid Engaging in Harassment:** Under no circumstances should we engage in any form of verbal, emotional, or physical harassment.
 - Under no circumstances should we seek to exploit a participant relationship for sexual activity or engage in sexual harassment of participants, including sexual advances, sexual solicitations, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
8. **Work Together:** We strive to work cooperatively with other members the SMART Recovery® organization. We strive to acknowledge the positive contributions of other programs aimed at gaining independence from addictive behavior.
9. **Provide Accurate Representation:** We make clear distinctions between statements made as a private individual and those made as representatives of SMART Recovery®. We represent ourselves as knowledgeable only within the scope of our experience.

Seek Solutions: In the event that a Facilitator or Volunteer Advisor has an ethical lapse or an addictive behavior relapse, appropriate members of the SMART Recovery® organization will be contacted to determine an appropriate course of action.