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*San Fernando Valley Area Service Committee of Narcotics Anonymous®*  
*NA Freedom Behind the Walls Subcommittee Guidelines Submitted to the SFVASCNA February 14, 2010*

### **Name and Accountability**

- A. The following are guidelines of the San Fernando Valley Area NA Freedom Behind the Walls Subcommittee, also referred to herein as the SFVANAFBTW or NAFBTW Committee.
- B. SFVANAFBTW is a standing subcommittee of the San Fernando Valley Area Service Committee of Narcotics Anonymous (SFVASCNA or ASC).
- C. NA Freedom Behind the Walls is a subcommittee which communicates through the mail anonymously to inmates who are incarcerated in a correctional facility or long term mental institution.
- D. These guidelines shall conform to the policies, guidelines and mandates of the SFVASCNA, as well as the spiritual principles embodied by the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- E. The SFVANAFBTW Subcommittee membership shall be comprised of:
  - (1) The trusted servants listed below.
  - (2) Any member of Narcotics Anonymous who is interested in participating in the committee.

### **Purpose**

- A. Our purpose is to reach out to inmate/addicts and to walk them through the 12 steps using Narcotics Anonymous (NA) literature, by way of anonymous correspondence via US Mail to the extent that resources permit. This service is to be provided to:
  - 1. Inmates currently incarcerated for 1 year or more in a correctional facility seeking recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous.
  - 2. To provide information using local meeting schedules when available for inmates prior to impending release.
- B. Furthermore, we will provide resources as available for the fulfillment of our primary purpose: to carry the message of recovery and hope to the addict who still suffers, as these resources are available

### **Area of Responsibility**

- A. Provide information about Narcotics Anonymous.
- B. Provide necessary approved NA Literature to sponsee as required.
- C. Maintain an accurate listing of NA Phonenumber/ Helpline numbers.
- D. Assign a Sponsor, as defined in Sect IV, to guide that Sponsee, by way of US Mail, through the 12 Steps of Narcotics Anonymous.

Trusted Servants Any member of the NAFBTW Committee except for the Chairperson, can be removed or reinstated from the committee by a 2/3 vote of the NA Freedom Behind the Walls Committee. The Chairperson can only be elected or removed in accordance with the guidelines of the ASC.

### **NAFBTW Chairperson Qualifications:**

- a. Nominated by the NA Freedom Behind the Walls Committee and elected by the ASC at the annual June area meeting.
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- b. At least 4 years continuous clean time and maintain that clean time throughout the term of service.
  - c. At least 1 year NA Freedom Behind the Walls Committee experience.
  - d. Must have a working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

### **NAFBTW Chairperson Duties:**

- a. Be knowledgeable of the guidelines of the NA Freedom Behind the Walls Committee as well as the guidelines of the SFVASC.
- b. Conduct all NA Freedom Behind the Walls Committee meetings.
- c. Prepare an agenda and distribute it at each meeting;
- d. Provide a written NA Freedom Behind the Walls Committee report and present it at monthly ASC meetings.

- e. Prepare and submit an annual subcommittee budget, as required by the ASC.
- f. Represent the NA Freedom Behind the Walls Committee at all San Fernando Valley Area Service Committee meetings
- g. Attend all meetings of the Southern California Regional NA Freedom Behind the Walls meetings.
- h. Coordinates with other members the necessary tasks to accomplish the goals of the Committee.
- i. Work with the Area Chair to accomplish the tasks and goals set by the ASC.
- j. The chairperson will disburse incoming mail to the sponsors and provide them with stamped envelopes for a reply.
- k. The chairperson is responsible for maintaining records and reports for all the inmates and their sponsors.
- l. The chairperson will initialize correspondence with the inmate by getting the introductory letter mailed within 1 week of receipt of a letter from the inmate.
- m. The Chairperson will go to the PO Box and collect all incoming mail before the monthly subcommittee meeting.
- n. Be available to other Narcotics Anonymous service committees, as needed.

### **NAFBTW Vice-Chairperson Qualifications:**

- a. 3 years clean and 1 year of service to the NAFBTW committee.
- b. Elected by the NA Freedom Behind the Walls Committee.
- c. Must have a working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- d. Willing to serve as Chairperson if elected.

### **2. NAFBTW Vice-Chairperson Duties:**

- a. The Vice chairperson will chair the subcommittee meeting in the absence of the chairperson.
  - b. Be knowledgeable of the guidelines of the NA Freedom Behind the Walls Committee as well as the guidelines of the SFVASC.
  - c. Is responsible for assisting in the flow of the committee meeting and opening/organizing of incoming mail.
  - d. Will step in and temporarily sponsor any vacated sponsor seats until that sponsee can be placed to another sponsor.
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- e. Will chair any Ad Hoc committees for Guideline review/changes biennially, as needed, or requested by the ASC.

### **NAFBTW Secretary Qualifications**

- a. 2 years clean and 1 year service to the NAFBTW committee.
- b. Elected by the NA Freedom Behind the Walls Committee.
- c. Must have clerical skills and computer knowledge.
- d. Has access to the resources required performing the duties, e.g., computer, word processing etc.

### **NAFBTW Secretary Duties**

- a. Must attend all NA Freedom Behind the Walls Committee meetings.
- b. Keeps accurate and up to date minutes of all regular and special committee meetings.
- c. Responsible for distributing monthly minutes to all area NA Freedom Behind the Walls Committee representatives. Maintains a record of attendance, and performs the roll call at every committee meeting.
- d. Maintain a file of all minutes and member contact information.
- e. Work with the NAFBTW Chairperson to ensure agenda is prepared for each meeting.
- f. Maintain a log of all sponsors and which sponsees they are sponsoring.

### **NAFBTW Literature Liaison qualifications:**

- a. 2 years clean and 1 year service to the NAFBTW committee.
- b. Elected by the NA Freedom Behind the Walls Committee.

### **NAFBTW Literature Liaison Duties:**

- a. The Literature Liaison will obtain from all sponsors a need for NA approved literature e.g., The NA Basic Text, It Works: How and Why, and Step Working Guides.
- b. The Literature Liaison will have a contact person at the WSO that they will coordinate with to process literature orders. The Literature Liaison will provide the WSO contact person with a list of required literature and mailing information
- c. The Literature Liaison will submit the Monthly invoice to the subcommittee chairperson for prompt payment by the ASC unless billing arrangements are established between the ASC and WSO.

## **NAFBTW Sponsor qualifications:**

- a. Minimum of two (2) years clean and the attendance of two (2) consecutive committee meetings.
- b. New sponsors shall qualify and be affirmed by committee members.
- c. Must have a working knowledge of the NA 12 steps and approved NA literature.
- d. Must fill out a sponsor information form and be willing to sponsor each sponsee for a minimum period of 1 year unless the inmate is released prior to the end of the year.
- e. Attend each monthly subcommittee meeting to give an accurate accountability report and to receive new mail and stamped envelopes.
- f. Comply with these guidelines as well as the rules of the institution in which the sponsee resides.
- g. The sponsor criteria may change in accordance with Prison specifications and/or rules.
- h. Must abide by the conditions of his/her parole (permitting contact with prisoners).

## **2. NAFBTW Sponsor duties:**

- a. Sponsor Prison Inmates via US Mail providing guidance through the 12 Steps of Narcotics Anonymous while maintaining an appropriate Sponsor/Sponsee relationship.
- b. Reply to all letters within two (2) weeks from the date of receipt.
- c. Will report to the committee in the event they are no longer able to:
  - (1) Continue to participate in the NAFBTW Committee.
  - (2) Continue the Sponsor/Sponsee relationship with the assigned sponsee.
- d. Provide sponsee with current NA meeting information and Area/Regional contact information prior to release as necessary.
- e. Must not release personal information e.g., last name, personal address, or any phone numbers.
- f. Must not participate in any third party mail or release any third party information.

## **Committee Member**

- a. No clean time requirement to become a member; any interested member of the Fellowship is invited to join.
- b. Attendance of two (2) consecutive committee meetings constitutes membership and gives the member full voting privileges on all motions and elections.
- c. A member may volunteer for any open positions of service when they meet the clean time requirement.
- d. A member may assist with any administrative duties as deemed necessary by the executive body of the committee.

## **Correspondence**

- A. All correspondence shall be sent through the SFVASC post office box.
- B. Sponsors may use fictitious "pen" names to provide a first and last name if desired.
- C. Sponsorship is restricted to adult Inmates.
- D. All correspondence shall be between the same gender i.e., men will sponsor only men and women will sponsor only women.  
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- E. Sponsor shall have no prior knowledge or relationship with prospective sponsee
- F. There will be no arrangements for rides, visits, loans of any type, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting of family members or friends between the sponsor and sponsee.

## **Elections and Voting**

- A. Nominations and/or elections shall take place each year at the regular subcommittee meeting prior to the SFVASC elections.
- B. Voting Members for elections and committee motions shall be the trusted servants listed above.

## **Sponsee Literature**

- A. Once a sponsee has been screened and approved for the NAFBTW sponsorship program, he/she may receive a copy of the “Basic Text”, “It Works; How and Why”, and a “Step Working Guides.”
- B. All books shall be softbound covers and shall be ordered by our Literature Liaison through the WSO and shall be delivered in accordance with the policy of the individual institution in which the sponsee resides.

## **Funding for the NA Freedom Behind the Walls Committee shall come from the SFVASCNA.**

- A. The budget shall be established by NASFV ASC.
- B. The billing policy shall established by the SFVASC.

## **Non-Affiliation**

In keeping with the Traditions of Narcotics Anonymous we neither endorse nor oppose any facility or outside organization.

## **Guidelines**

These guidelines may be waived by a 2/3 vote of the NA Freedom Behind the Walls Committee. Guideline changes must be approved by a 2/3 vote of the SFVASC and are to be reviewed as the NAFBTW Committee deems necessary or on a biennial basis.