

SPONSORSHIP BEHIND THE WALLS GUIDELINES

I. General Purpose

Our primary purpose is to provide a sponsor to work the Twelve Steps of Narcotics Anonymous to those people who are incarcerated in an institution, and are not able to meet potential sponsors at their local N.A. meetings. Our interactions will only be via mail, not by telephone. Our mission is to ensure that any addict seeking recovery through a working knowledge of the Twelve Steps of Narcotics Anonymous, has the opportunity to do so even in an institution.

II. Membership

The Subcommittee shall consist of administrative officers: Chairperson, Vice-Chairperson, Secretary, Literature Chairperson and all involved members interested in *Behind the Walls Sponsorship* Subcommittee work. The Chairperson and the Vice-Chairperson are the only officers affirmed by the SCRSC. The Subcommittee will elect the Chairperson, Vice-Chairperson, Secretary and Literature Chairperson. All Subcommittee members except the Chairperson, may bring discussions to the floor. All voting members may participate in the decision making process in order to arrive to a group conscience.

III. Functions of the Subcommittee

- A. All letters will be sent via the RSO. No personal last names, addresses, or phone numbers of the sponsors, committee members or anyone else will be given to the sponsee. Sponsors will use first names only, as decided by the sponsor. "Correspondence Only" agreements (attached) with these signatures will be filed with *Behind the Walls Sponsorship Subcommittee*.
- B. Sponsors from *Behind the Walls Sponsorship* Subcommittee will have an individual addict assigned by the Subcommittee in the order that the sponsor has qualified and that addicts of the same sex become available. The Subcommittee will notify the new sponsors once they have been approved for the sponsorship program. **THE SPONSOR MUST HAVE HAD NO PRIOR KNOWLEDGE OF THEIR ASSIGNED SPONSEE. THIS MEANS THEY SHOULD HAVE NEVER MET THE PERSON THEY WILL BE ASSIGNED FOR SPONSORSHIP AT ANY TIME DURING THEIR LIVES.**
- C. After the Chairperson or the Subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.
- D. The Chairperson then logs all incoming and outgoing letters by date, with name and facility of the inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and sponsee.
- E. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.

SPONSORSHIP BEHIND THE WALLS GUIDELINES

- F. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS, DRAWINGS, TAPES, CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN THE SPONSOR AND SPONSEE.
- G. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
- H. All rules and regulations of the facility will be strictly upheld.
- I. Only women will write women, and only men will write men.
- J. The Subcommittee meets monthly at the RSO at 9:30 A.M.
- K. Any inmate who thinks they have a problem with addiction, may write the *Behind the Walls Sponsorship* Subcommittee with any recovery related questions or concerns at any time.
- L. All members of this Subcommittee are required to attend our monthly meeting: Loss of clean time, non-fulfillment of duties or missing two consecutive meetings without prior notification, may result in being asked to resign from your commitment. This is to insure our guidelines are followed and our primary purpose is being carried out.
- M. The SBTW Subcommittee shall meet as needed to review guideline revisions.

IV. Voting

Voting members of the Behind The Walls Subcommittee shall be the SBTW Vice-Chairperson, Secretary, Literature Chairperson, Sponsor, and Member. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance of two (2) consecutive SBTW Subcommittee meetings. Each has one (1) vote. The SBTW Chairperson only has a vote in the case of a tie. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position. Nominations shall take place in April and elections shall take place in May for all positions.

V. Qualifications and Responsibilities of Officers/Members

A. Chairperson

1. Is elected by the group conscience of the Subcommittee and affirmed by the R.S.C.
2. Complete abstinence from all drugs for five (5) years.
3. Must have One (1) year experience in Regional H&I service or as Area H&I Chair and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Mediates all Subcommittee meetings with the general understanding of Parliamentary Procedure.

SPONSORSHIP BEHIND THE WALLS GUIDELINES

5. Prepares a report for each R.S.C. meeting and makes all motions on behalf of, and is the voice of the Subcommittee.
6. Coordinates, and is responsible for all work done by the Subcommittee.
7. Ensures that guidelines and traditions are being upheld.
8. Coordinates screening applications.
9. Performs initial correspondence with inmates.
10. Maintains communications with sponsors.
11. Is available to answer questions.
12. Prepares a budget with the subcommittee to be submitted for the approval of the R.S.C. for the upcoming year.
13. If necessary, may be removed by the R.S.C., as outlined in their guidelines.
14. Service commitment shall be for a period of one year and may serve up to two consecutive terms.
15. Logs all incoming and outgoing letters by date, with name and facility of the inmate, sponsor, and phone number.

B. Vice-Chairperson

1. Is elected by the group conscience of the Subcommittee and affirmed by the R.S.C.
2. Complete abstinence from all drugs for four (4) years.
3. Must have one (1) year experience in Regional H&I Service or as Area H&I Chair and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Works with the Chairperson to ensure the smooth operation of the Subcommittee.
5. Performs the duties of the Chairperson when absent.
6. If necessary, may be removed by a simple majority vote of the subcommittee.
7. Service commitment shall be for a period of one year and may serve up to two consecutive terms.

C. Secretary

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Must have one (1) year experience in Area level Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Must have clerical skills.
5. Must keep an accurate set of minutes of all Subcommittee meetings and learning session topics discussed: they should be ready for distribution to all Subcommittee members within 14 days.

SPONSORSHIP BEHIND THE WALLS GUIDELINES

6. If necessary, may be removed by a simple majority vote of the subcommittee.
7. Service commitment shall be for a period of one year and may serve up to two consecutive terms.

D. Literature Chairperson

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Must have experience with ordering Literature from the RSO have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Orders literature from the RSO and coordinates activity with the RSC Treasurer.
5. Is required to give a monthly written report, as well as, an oral report, to be placed in subcommittee archives.
6. If necessary, may be removed by a simple majority vote of the subcommittee.
7. Service commitment shall be for a period of one year and may serve up to two consecutive terms.

E. Sponsor

1. Complete abstinence from all drugs for three (3) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Must be off parole.
4. Must have had no convictions in at least one year.
5. Must meet all of the requirements of the screening process.
6. Men with men, and women with women.
7. Must carry a clear N.A. message.
8. Must always keep in mind that they are representing Behind the Walls Sponsorship Subcommittee when interacting with sponsees.
9. A willingness and availability to reply to any letter within two weeks or less from the date the sponsor receives the letter is mandatory: the sponsor is responsible to report that he/she is no longer available to be an active member to this Subcommittee or their assigned sponsee.
10. Must abide by the guidelines of our Subcommittee and the rules of the institution.
11. Must attend all monthly meetings, and if necessary, may be removed by a simple majority vote of the Subcommittee.
12. Utilize the NA Step Working Guide.

SPONSORSHIP BEHIND THE WALLS GUIDELINES

F. Member

1. Any member of the fellowship who wishes to better carry the message by participating in the Behind the Walls Subcommittee.
2. Must attend two consecutive meetings to be eligible to vote.
3. Members lose their vote upon the absence of two consecutive meetings.