

## *Behind The Walls Sponsorship Subcommittee 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 to be 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 or in person. 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, Fellowship Coordinator.

### III. Functions of the Subcommittee

- A. All letters will be sent via the P. O. Box, with no personal last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to the inmate. 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 the *Behind the Walls Sponsorship Subcommittee* will have an individual addict assigned by the Subcommittee in order that the sponsors have 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 INMATE. 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 inmate 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 inmate.
- E. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 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 INMATE.**
- 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. 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.
- K. All members of this Subcommittee are required to attend our quarterly Meetings; loss of abstinence, non-fulfillment of duties, or missing two Consecutive meetings without prior notification, you may be asked to resign From your commitment in order to insure our guidelines are being followed And our primary purpose is being carried out.

#### IV. Qualifications and Responsibilities of Officers

- A. Chairperson
  - 1. Is elected by the group conscience of the Subcommittee.
  - 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 through application.
- A. Mediates all Subcommittee meetings with the general understanding of Parliamentary Procedure.
- 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. Institutes guidelines and ensures that traditions are being upheld.
- 8. Coordinates screening applications.
- 9. Performs initial correspondence with inmates.
- 10. Maintains communication with sponsors.
- 11. Is available to answer questions from the Area Subcommittees.

B. Fellowship Coordinator

1. Is elected by the Behind the Walls Sponsorship Subcommittee.
2. Completed abstinence from all drugs for four (4) years.
3. Must have one (1) year experience in Area level service, preferably and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. If necessary, may be removed by a simple majority vote of the Subcommittee.
5. Service commitment shall be for a period of two (2) years.

G. Sponsor

1. Completed abstinence from all drugs for two (2) years.
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
3. Must be off parole.
4. Must have no convictions for at least (3) years or more.
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 inmate.
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 inmate.
10. Must abide by the guidelines of not only by our Subcommittee, but those of the institution, and may be asked to resign as a sponsor to an inmate if they are unable to do so at any time.
11. Must attend monthly meetings, and if necessary, may be removed by a simple majority vote of the Subcommittee.