



CALIFORNIA MID-STATE REGION

Behind the Walls Sponsorship Program

Post Office Box 931 Manteca, CA 95336

Our Mission

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.

Our General Purpose

Our general purpose is to support the **California Mid-State Regional Service Committee Behind the Walls Sponsorship Program** by providing a sponsor to guide a sponsee, by mail, through the *Twelve Steps of Narcotics Anonymous*, while they are incarcerated in an institution and are unable to meet potential sponsors at local NA recovery meetings.

Correspondence ONLY Agreement

Sponsor Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Direct Contact Phone #: _____

Email Address: _____

(May we send your correspondence electronically as a .pdf file?)

Sponsor's Pen Name: _____ # of Sponsees to Write: _____

(This is the name you will ALWAYS Use in your correspondence with Sponsees. Your Actual or Assumed 1st Name ONLY.)

As a Volunteer Sponsor, I agree to:

- 1) Communicate with sponsees in writing ONLY, responding to their letters within two (2) weeks.
- 2) Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
- 3) Respect the confidentiality of my sponsee.
- 4) Refrain from using abusive or profane language in all of my correspondence.
- 5) Maintain my focus on recovery through working the *12 Steps of Narcotics Anonymous*.
- 6) Refrain from providing sponsee with personal details; phone number, address, email address.
- 7) Refrain from face to face meetings, visiting sponsee or arranging any meetings upon release.
- 8) Refrain from supplying sponsee materials; such as envelopes, stamps, pre-stamped envelopes, writing paper, writing implements, books, tapes or any other items.
- 9) Refrain from contacting anyone or relaying messages to anyone my sponsee might request.
- 10) Refrain from compromising the *12 Traditions of Narcotics Anonymous* or any facility guidelines.
- 11) Refrain from commenting on any matter that might jeopardize the safety and security of the facility, staff, facility residents, outside members or anyone else. **We have NO Opinion on outside issues.**
- 12) Certify that I have not been a victim of, or an accomplice of, a crime with any potential sponsee.

I understand that failure to adhere to any of the above agreements will result in my disqualification as a sponsor from the **CMSR Behind the Walls Sponsorship Program** and may jeopardize our continued service at any facility. I understand that every letter I send into a facility will be opened, checked for contraband and read by institution staff.

My only purpose is to help a fellow addict find recovery through working the *12 Steps of Narcotics Anonymous*.

Printed Name

Signature

Date

Please See Reverse for "The Fine Print"

Specific Details – How the Process Works

- 1) All letters will be sent via the *Behind the Walls Sponsorship Program* P. O. Box, with no personal last names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to the sponsee. Sponsors will use first names only, as decided by the sponsor. “Correspondence Only” agreements (on reverse) with these signatures will be filed with *Behind the Walls Sponsorship Program*.
- 2) Sponsors from the *Behind the Walls Sponsorship Program* will have an individual addict assigned in the order that the sponsors have qualified and that addicts of the same sex become available. The new sponsors will be notified once they have been approved for the sponsorship program. THE SPONSOR MUST HAVE HAD NO PRIOR KNOWLEDGE OF THEIR ASSIGNED SPONSEE. THEY SHOULD NEVER HAVE MET THE PERSON THEY WILL BE ASSIGNED FOR SPONSORSHIP AT ANY TIME DURING THEIR LIVES.
- 3) The Coordinator will log 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.
- 4) Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
- 5) 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.
- 6) The *Twelve Traditions of Narcotics Anonymous* will be strictly upheld.
- 7) All rules and regulations of the facility will be strictly upheld.
- 8) Only women will write women, and only men will write men.
- 9) Any sponsee may write the *Behind the Walls Sponsorship Program* **directly** with any recovery related questions or concerns at any time.
- 10) In order to maintain Active Status, All volunteer sponsors are required to attend an annual orientation, offered quarterly at the Region on the Road CMSRSC meetings.

Specific Details – Only Approved Mailing Address

CMSR BTW Program
PO Box 931
Manteca, CA 95336

Specific Details – Outside NA Sponsor:

- 1) Sponsor must have at least two (2) years continuous clean time. Our program is one of complete abstinence.
- 2) Our interactions will only be via mail, NEVER in person.
- 3) Personal anonymity will be maintained at all times. Last names and personal details will NEVER be provided to incarcerated addict / sponsee.
- 4) Sponsorship through the mail, (i.e. working the *12 Steps of Narcotics Anonymous*), is provided until sponsee release. NO Personal Contact is allowed after release. Face to face meetings will not be allowed, either inside or outside the institution.
- 5) Personal information, letters, packages or messages will NEVER be relayed from sponsee to any outside person.
- 6) Sponsor is allowed to forward a recovery meeting schedule from the parole location to sponsee prior to release. NO Personal Contact will be scheduled after release.
- 7) The *Twelve Steps of Narcotics Anonymous* and the *Twelve Concepts for NA Service* will be followed at all times.
- 8) All correspondence shall adhere to the facility guidelines and requirements, while keeping within the boundaries of these Guidelines, *The Twelve Steps of Narcotics Anonymous* and the *Twelve Concepts for NA Service*.

Specific Details – Incarcerated Sponsee:

- 1) Potential Sponsees currently incarcerated for one (1) year or more in a correctional facility seeking recovery and freedom from active addiction through working the *12 Steps of Narcotics Anonymous* are qualified for this **Behind the Walls Sponsorship Program**.
- 2) Sponsee has a willingness to work the *12 Steps of Narcotics Anonymous* to effect a change in their life upon release.
- 3) Sponsee understands NO Personal Contact is allowed after release.
- 4) Sponsee understands that the only correspondence will be through the PO Box, with no last names, personal addresses, phone numbers, or any other personal details provided.

Specific Details – Removal from Program as a Sponsor

- 1) Loss of Abstinence
- 2) Non-fulfillment of Duties, (i.e. - not returning sponsee letters within the two (2) week timeframe)
- 3) Providing personal information or relaying messages, packages or letters to anyone.
- 4) Arranging any meetings with Sponsee upon their release from custody.
- 5) Missing the Annual Orientation

Specific Details – Removal from Program as a Sponsee

- 1) Requesting Sponsor to provide personal information or relay messages, packages or letters to anyone.
- 2) Requesting Sponsor to arrange any meetings with sponsee upon their release from custody.
- 3) Sponsee Release from Custody.

Refrain: [ri-freyn] verb (used without object) 1. to abstain from an impulse to say or do something



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Date:

Facility:

Attn: Counseling Case Manager, Community Resource Manager or Reentry Coordinator

Dear Sir or Madame;

The **California Mid-State Behind the Walls Sponsorship Program** is writing to you to provide some information on our program that we are offering to provide to the incarcerated addicts seeking recovery in Narcotics Anonymous.

We would appreciate any documentation regarding the rules and regulations of your institution regarding written correspondence with your inmates. Our program is offered as a ***“through the mail ONLY”*** option to assist addicts that are incarcerated that may want to work a program of recovery with the *12 Steps of Narcotics Anonymous* while they are incarcerated and possibly change their lives. These *Steps* offer us a tried and true method of continuing our process of ongoing growth in recovery and living life on life’s terms without the use of drugs. We have also found that the therapeutic value of one addict helping another is without parallel and that is exactly what our program offers to any willing member that chooses to accept the help that is being offered.

Please see reverse for a detailed explanation of our program’s guidelines, requirements and reasons for removal that may offer a clearer understanding of what our program actually consists of. We are very diligent in maintaining these requirements in order to continue offering our program at the facilities that allow us to make it available to their inmates.

Your assistance in allowing your inmates to know that our program is available to them is much appreciated. Our program supports an atmosphere of anonymity of both the inmate working the Steps (sponsee) and the sponsor assisting.

Please do not hesitate to contact us if you have any questions, concerns or suggestions.

BTW@calmidstatena.org

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Best Regards,

for the: **CMSR Behind the Walls Sponsorship Program**
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Specific Details – Removal from Program as a Sponsor

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Date:

Facility:

Attn: Counseling Case Manager, Community Resource Manager or Reentry Coordinator

Dear Sir or Madame;

The **California Mid-State Behind the Walls Sponsorship Program** is writing to you to follow-up on our recent informational letter detailing our program. We also want to keep the lines of communication open regarding the service we are continuing to provide to the incarcerated addicts seeking recovery in Narcotics Anonymous.

We have found that the *12 Steps of Narcotics Anonymous* offers us a tried and true method of continuing our process of ongoing growth in recovery and living life on life's terms without the use of drugs. We have also found that the therapeutic value of one addict helping another is without parallel and that is exactly what our program offers to any willing member that chooses to accept the hell that is being offered.

Please see reverse for a detailed explanation of our program's guidelines, requirements and reasons for removal. We are very diligent in maintaining these requirements in order to continue offering our program at the facilities that allow us to make it available to their inmates.

Enclosed please find our Screening Questionnaire that is utilized for the assessment of the sponsee and which also helps in assigning a suitable sponsor.

Please do not hesitate to contact us if you have any questions, concerns or suggestions.

BTW@calmidstatena.org

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Potential Sponsee Questionnaire

Sponsee Full Name: _____

_____ Male

Female _____

Booking Information: _____

Institution Location: _____

Institution Mailing Address: _____

City: _____ State: _____ Zip: _____

When is Your Parole Date? _____

Do you read and write Spanish only and need a Spanish reading and writing sponsor? _____ YES No _____

Thank you for your interest in the **CMSR Behind the Walls Sponsorship Program**. We appreciate your desire to find recovery in Narcotics Anonymous. Please keep in mind that the screening process will take some time. Don't worry, we have not forgotten about you if you do not hear from us quickly. The mail process is very slow, our goal is to accept you into our program in a timely manner and match you with a sponsor as soon as possible so you may get to work finding recovery through working the *12 Steps of Narcotics Anonymous*.

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Date:

To:

Dear Fellow Addict;

Thank you for your interest in the **CMSR Behind the Walls Sponsorship Program**. We appreciate your desire to find recovery in Narcotics Anonymous. In order to provide the best possible opportunity, it is necessary that each interested sponsee have at least one year remaining on their sentence.

Due to your imminent release, our best suggestion is for you to attend recovery meetings upon your release where you will be able to choose a sponsor that will assist you in your recovery through working the *12 Steps of Narcotics Anonymous*.

If you will provide your parole location we will be happy to forward a recovery meeting schedule for your use.

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- 4) Sponsorship through the mail, (i.e. working the *12 Steps of Narcotics Anonymous*), is provided until sponsee release. NO Personal Contact is allowed after release. Face to face meetings will not be allowed, either inside or outside the institution.
- 5) Personal information, letters, packages or messages will NEVER be relayed from sponsee to any outside person.
- 6) Sponsor is allowed to forward a recovery meeting schedule from the parole location to sponsee prior to release. NO Personal Contact will be scheduled after release.
- 7) The *Twelve Steps of Narcotics Anonymous* and the *Twelve Concepts for NA Service* will be followed at all times.
- 8) All correspondence shall adhere to the facility guidelines and requirements, while keeping within the boundaries of these Guidelines, *The Twelve Steps of Narcotics Anonymous* and the *Twelve Concepts for NA Service*.

Specific Details – Incarcerated Sponsee:

- 1) Potential Sponsees currently incarcerated for one (1) year or more in a correctional facility seeking recovery and freedom from active addiction through working the *12 Steps of Narcotics Anonymous* are qualified for this **Behind the Walls Sponsorship Program**.
- 2) Sponsee has a willingness to work the *12 Steps of Narcotics Anonymous* to effect a change in their life upon release.
- 3) Sponsee understands NO Personal Contact is allowed after release.
- 4) Sponsee understands that the only correspondence will be through the PO Box, with no last names, personal addresses, phone numbers, or any other personal details provided.

Specific Details – Removal from Program as a Sponsor

- 1) Loss of Abstinence
- 2) Non-fulfillment of Duties, (i.e. - not returning sponsee letters within the two (2) week timeframe)
- 3) Providing personal information or relaying messages, packages or letters to anyone.
- 4) Arranging any meetings with Sponsee upon their release from custody.
- 5) Missing the Annual Orientation

Specific Details – Removal from Program as a Sponsee

- 1) Requesting Sponsor to provide personal information or relay messages, packages or letters to anyone.
- 2) Requesting Sponsor to arrange any meetings with sponsee upon their release from custody.
- 3) Sponsee Release from Custody.

Refrain: [ri-freyn] verb (used without object) 1. to abstain from an impulse to say or do something