

Sponsorship

Behind

The

Walls

Guidelines

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TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that bodies' decisions and should be allowed to fully participate in its decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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. SBTW Meetings:

All SBTW (Sponsorship Behind The Walls) meetings are open to NA members and any member has a voice on the floor.

- A. Quorum for the SBTW to conduct business is one more than 1/2 of the officers on the roll call.
- B. All motions should be submitted in writing to the Chairperson.
- C. All motions for financial expenditure shall include a maximum dollar figure, which may not be exceeded.

III Resignation of Officers

A. Voluntary:

Should be made in writing to the SBTW. Advance notice prior to leaving office is greatly appreciated.

B. Involuntary:

1. Any officer, or other trusted servant elected by the SBTW who misses two (2) consecutive SBTW meetings without prior approval of the body, is considered to have automatically resigned their position. At the end of the second missed meeting the Chairperson will announce an opening in the position and remind participants to bring nominations to the next meeting.
2. Relapse
3. Misappropriation of fellowship assets.
4. Impeachment

IV Election of Officers

In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position who does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, then we bear responsibility if this member is unable to perform his or her responsibilities in a manner consistent with our principles.

- A. An election is announced at SBTW prior to the election so that nominations may be solicited from the fellowship.
- B. An explanation of the position is read from the SBTW guidelines before nominations are opened to establish each position's responsibilities.
- C. Nominations are opened and accepted from the floor.
- D. Close the nominations.
- E. At the time of nominations, each nominee should state, in person, his or her qualifications for serving the fellowship as a whole in this position (state clean time, past service experience, any previous failures to complete a service commitment, any misappropriation of fellowship assets, and why he or she can serve and want, to serve the fellowship).
- F. Questions may be asked of nominee.
- G. Voting is done by paper ballot if there are more than two nominations, the voting is a process of elimination until (1) nominee receives a majority of those voting.
- H. When holding elections for the position of Chairperson, the Vice Chairperson is given a priority vote of confidence one month prior to the annual elections.

V Meeting Format

Sponsorship Behind The Walls Meeting Format

1. Opening prayer
2. Read Twelve Traditions
3. Roll Call (Chair, Vice Chair, Secretary, Treasurer, and Literature Chair)
4. Welcome new members
5. Chair Report
6. Vice Chair Report
7. Secretary
8. Treasurer
9. Literature Chair
10. Old Business
11. New Business
12. Elections (if needed)
13. Plans for Next Meeting Discussed
14. Closing Prayer

VI Qualifications and Responsibilities of Officers

Committee members will be elected by the SBTW subcommittee. Elections will be held every year in July. The Region 51 H&I committee will be notified anytime a new position is filled.

A committee member is allowed to serve up to two consecutive terms (2 years) in a position, but is not expected to serve more than one term. If a member chooses to serve more than one term, an open election will be held in order to allow any members who qualify to also run for that position.

A. Chairperson

1. The qualification of the Chairperson are:

A willingness to serve has had a least one (1) year in the NA service structure and the willingness to give the time and resources to do the job/ A qualified nominee for this position will have three (3) years uninterrupted abstinence from all drugs, leadership ability, the ability to communicate, and organizational skills.

2. The responsibilities of the Chairperson are:

- a. Arranges for and presides over the monthly SBTW meeting. The Chairperson typically prepares a prearranged agenda, which includes the elements found in the guidelines and new business motions submitted in advance to the Chairperson. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all SBTW meetings Serves as parliamentarian at SBTW meetings.
- b. The Chairperson picks up letters at the post office box.
- c. The Chairperson reads and responds to the initial letter received from each inmate. The letter then becomes confidential.

B. Vice Chairperson

1. The qualification of the Vice Chairperson are:

A willingness to serve has had a least one (1) year in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have three (3) years uninterrupted abstinence from all drugs, leadership ability, the ability to communicate, and organizational skills.

2. The responsibilities of the Vice Chairperson are:

- a. Coordinate all SBTW functions; in the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The position of the Vice Chairperson is typically a two (2) year commitment. After serving for one (1) year as the Vice Chairperson, it is customary to serve as the next SBTW Chairperson after a priority vote of confidence is taken.
- b. Vice Chairperson will pick up letters from the post office box.

- c. The Vice-Chairperson reads and responds to the initial letter received from each inmate. The letter then becomes confidential
- d. The Vice-Chairperson logs all incoming and outgoing letters by date, with the name of the facility of the inmate, sponsor, and phone number so committee may make inquiries of the status between the sponsor and inmate. A letter is sent to the inmate with the inmate guidelines.

C. Secretary

1. The qualification of the Secretary are:
A willingness to serve has had a least one (1) year in the NA service structure and the willingness to give the time and resources to do the job. A qualified nominee for this position will have two (2) years uninterrupted abstinence from all drugs, leadership ability, the ability to communicate, and organizational skills.
2. The responsibilities of the Secretary are:
Keeps an accurate record of each SBTW meeting, types and emails minutes of the SBTW meeting to all participants within ten (10) days following the SBTW meeting. Types and sends any letters or correspondence the SBTW so dictates, keeps records of the SBTW maintains the SBTW files and archives, maintains and distributes as necessary the Policy change log, and does any job that may be assigned to the Secretary during the year.

D. Treasurer

1. The qualifications of the treasurer are:
A willingness to serve and has had at least (2) years in the NA service structure, and the willingness to give time and resources to do the job. Bookkeeping or accounting experience suggested; a qualified nominee for this position will have (4) years uninterrupted abstinence from all drugs, leadership ability, the ability to communicate, and organizational skills. The Treasurer must be financially stable and remain abstinent from gambling during his or her term.
2. The responsibilities of the Treasurer are:
The Treasurer is responsible for the management of SBTW financial resources. Treasurer is responsible for all incoming and outgoing monies through SBTW. Presents an itemized report of finances at each monthly SBTW meeting. The Treasurer will maintain the petty cash fund and be responsible for disbursement of funds. The Treasurer will have stamps and envelopes available at all sub-committee meetings. Maintains a fiscal yearly budget from January through December. The Treasurer maintains an accurate balance and will report monthly balances with accumulated year to date totals, prudent funds and operating expenses as part of the Treasurer's report. Treasurer makes disbursement upon the direction of the SBTW. Any request made to Hospital and Institutions (H/I) for payment or reimbursement must include and itemized receipt.

SBTW Chairperson and Treasurer will review the annual budget in the month of October. The budget will be submitted to H/I by the Chairperson for consideration each year in the month of November. The fiscal year would begin in the month of January and continue through December.

E. Literature

1. The qualifications of the Literature person are:
A willingness to serve and has had for at least (1) year in the NA service structure, and the willingness to give time and resources to do the job. A qualified nominee for this position will have (2) years uninterrupted abstinence from all drugs, leadership ability, the ability to communicate, and organizational skills.
2. The responsibilities of the Literature person are:
The Literature person is responsible for managing the literature needed to be furnished to sponsors to be mailed to sponsees. The Literature person is responsible for making needed copies. The Literature person will provide receipts to the treasurer purchases made. The Literature person maintains an accounting of how many copies have been of literature and other products.
3. At the end of the year, October, the Literature person will provide a report on what products have been purchased and how many copies of each product were made. This report will be used to help in developing budget for SBTW.
4. Arranges for printing of local SBTW stationary.

VII. 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 a first and last (alias), 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 been orientated 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 and/or the Vice Chairperson Subcommittee reads the first letter, all correspondence between the sponsor and inmate is confidential.

- D. The Vice-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. Sponsor Contact: SBTW NA, P.O. Box 28956, Las Vegas, NV 89126
- L. Appendix A agreement will be signed by all Sponsors.

APPENDIX A

Guidelines for Inmate

Inmate Criteria for Acceptance into SBTW Program

Any inmate who thinks they have a problem with addiction, may write the Behind the Walls Sponsorship Subcommittee with any related questions or concerns and time. The inmate may request sponsorship if they meet the following criteria and heed the following guidelines:

1. Only inmates with incarceration time of one year or more will be assigned a sponsor.
2. Only women will write women, and only men will write men.
3. All rules and regulations of the facility will be strictly upheld.
4. 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.
5. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
6. There must be no prior knowledge between inmate and sponsor. This means they should have never met the person they will be assigned for sponsorship at any time during their lives.

APPENDIX B

Sponsor's Requirements

The following requirements are to be met to be approved to become a sponsor:

1. Complete 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 two (2) years or more.
5. Must meet all of the requirements of the screening process.
6. Men sponsor men and women sponsor women.
7. Must carry a clear Narcotics Anonymous 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 active member to this subcommittee or their assigned inmate.
10. Must abide by the guidelines of not only by our Sponsorship, 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. If guidelines regarding sponsorship requirements are not followed the sponsor may be removed by the subcommittee.

APPENDIX C

Sponsorship Agreement

Sponsor Full Name: _____ **Alias** _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Email:** _____

As a sponsor, I agree to:

1. Limit my contact with the inmate to writing only.
2. Refrain from using abusive or profane language in my correspondence.
3. Respect the confidentiality of the inmate.
4. Refrain from supplying the inmate materials including envelopes, stamps, pre-stamped envelopes, writing paper, and writing implements.
5. Refrain from sending the inmate, any books, tapes, or items of this nature.
6. Refrain from supplying the inmate with my telephone number, address, and any other information prohibited by the program.
7. Refrain from visiting the inmate or having any contact with him/her outside the facility.
8. Refrain from contacting anyone whom the inmate might ask me to contact.
9. Refrain from revealing any damaging personal information as outlined in our guidelines.
10. Attest to not having been a victim or an accomplice of a crime with someone who is presently incarcerated as a result of that crime.

I understand that every letter I send into the facility where the inmate resides could be opened and checked for contraband. The content of the letter is to remain on topic outlines by the program of Narcotics Anonymous and discretion will be exercised in writing about any matter that could be construed as to jeopardize the safety and the security of the facility, its staff, its residents, this subcommittee, or anyone else.

I understand that failure to adhere to any of the aforementioned articles will result in cessation of my participation in the *Behind the Walls Sponsorship Subcommittee* program and may put the whole program at risk.

The subcommittee will notify me when I am approved as a sponsor and when I have been assigned an inmate at the appropriate time.

Signature

Date

APPENDIX D

Inmate Copy

Behind The Walls Sponsorship Subcommittee Guidelines

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