



SPONSORSHIP BEHIND THE WALLS

Overview of positions, duties, process, and
guidelines

Arizona Region of Narcotics Anonymous



Service Positions

- Sponsorship Behind the Walls Coordinator
- Literature Disbursement Coordinator
- Sponsors

SBTW Coordinator Duties

- Maintains Sponsor and Sponsee list
- Checks mail and email weekly
- Assigns Sponsors and resolve issues
- Tracks communication and postage
- Helps coordinate literature distribution
- Conducts orientations and respond to requests
- Ensures the Sponsorship Agreement forms are signed by Sponsors



Literature Coordinator Duties

- Distributes (Softcover) NA-approved literature
- Maintain inventory and records
- Prepare for audits
- Send books via media mail
- Track postage and budgeting



Sponsor Responsibilities

- Send introduction letter
- Explain step work process
- Respond within two weeks
- Use designated P.O. Box only
- Follow committee guidelines





Sponsor Rules

- Use first name or alias only
- No visits or phone calls
- No family contact
- No money, stamps, or photos
- Notify coordinator if unable to continue



SBTW Process

- Sponsor orientation completed
- Send introduction packet and IP assignments
- Assign sponsor after assignments returned
- Send books and begin communication
- Track mail and hold regular committee meetings



Additional Info

- Can function independently or under H&I
- Arizona budgets for literature and supplies
- Media Mail lowers costs
- Tablets are being explored for communication
- Goal is successful reintegration into fellowship

Contact Info

- HI@ARIZONA-NA.ORG
- HIVICECHAIR@ARIZONA-NA.ORG
- BTWCOORDINATOR@ARIZONA-NA.ORG
- ARIZONA-NA.ORG

