





(SBTW) Sponsorship Behind the Walls is a function of the Arizona Region H&I committee. These are the three core positions within the committee.



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

SBTW Coordinator keeps an accurate account of the active Sponsors and Sponsees. This person is also responsible for checking the P.O. Box on a weekly basis for incoming mail and then distributing the mail to the assigned Sponsors. They also conducts orientations with new Sponsors before assigning them a Sponsee making sure the sponsorship agreement forms are signed. They will also assign Sponsor to Sponsee as needed, track all incoming and outgoing correspondence, work with the Literature Coordinator in sending books to the incarcerated, and resolve any potential issues that may arise.



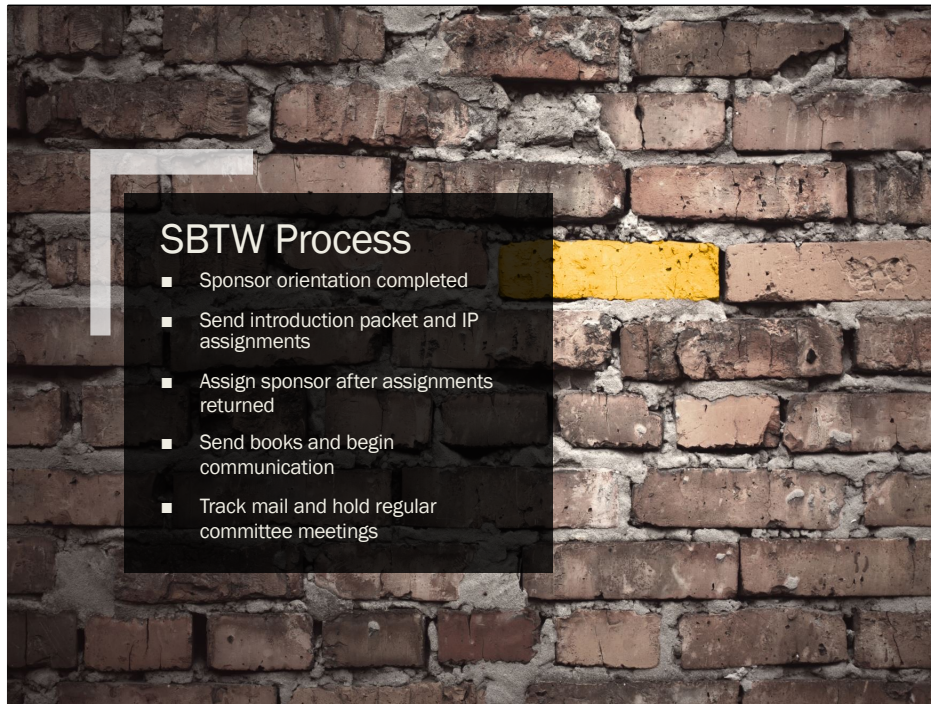
Is responsible for distributing the agreed upon literature to the incarcerated utilizing media mail at the Post Office. Maintains an accurate accounting of the literature the committee has on hand. This person will also budget and forecast the literature needs for the year ahead by utilizing amount of literature used in the previous years.



Sponsors are asked to attend the bi-monthly behind the walls meeting to report on any obstacles or progress that is taking place. They are also responsible for sending an introduction letter to their Sponsee outlining how the process works and how to utilize the step guide and other literature provided to them. Sponsors are asked to respond to mail within two weeks of receiving it from the Behind the Walls Coordinator. All mail sent should be sent utilizing the Regional P.O. Box as a return address.



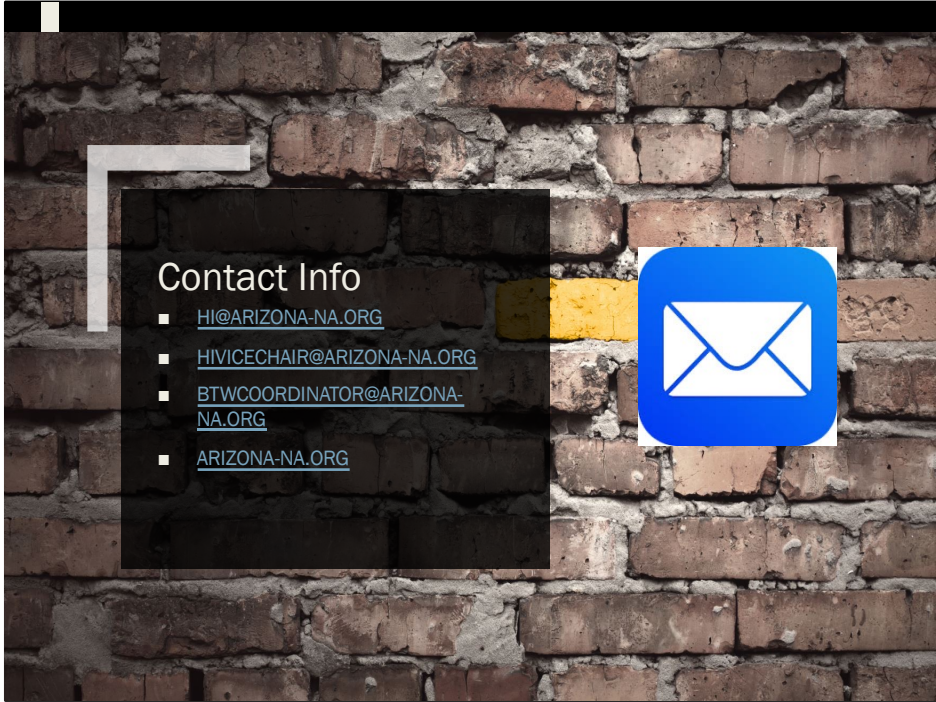
The relationship between Sponsor and Sponsee should be one strictly of working the 12 step of Narcotics Anonymous. The use of a first name (or alias if desired) is mandatory. There is no in person visits that are to take place, no contacting the incarcerated persons family or relaying of any messages. There is also absolutely no sending photos or putting money onto the incarcerated persons account. The sponsor must notify the Behind the Walls Coordinator if they no longer are willing or able to continue.



The BTW Coordinator will do an orientation with all potential Sponsors before assigning them a Sponsee. They will also have the Sponsor sign the Sponsorship agreement form and the electronic communication form (if the Sponsor chooses to utilize that form of communication). When the BTW Coordinator receives a request for sponsorship they will send the person an introduction packet including three I.P. writing assignments that must be completed before sending any books or assigning a Sponsor. After the writing assignments are received the BTW Coordinator will assign the person a Sponsor and inform the Literature Coordinator to mail the three books to the Sponsee. The three writing assignments are then forwarded to the Sponsor along with the name and mailing address of the Sponsee. Moving forward all communication between Sponsor and Sponsee is to be tracked by the BTW Coordinator, outgoing mail to the Sponsee is to be reported to the BTW Coordinator by the Spponsor.



SBTW committees can be their own committee or a function of an Area or Region H&I. In Arizona the we budget annually for literature for this program. Using media mail significantly lowers the cost of postage when sending books. We are also utilizing tablets to communicate and potentially do step work considering changes to the mailing process within the prisons. Our goal is to help these potential members successfully integrate into our fellowship upon release.



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