

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2017*

CONTENTS

| | <i>Page</i> |
|--|-------------|
| I. General Purpose | 1 |
| II. Address | 1 |
| III. Membership | 2 |
| IV. Functions | 2 |
| A. Committee | 2 |
| B. Sponsors | 2 |
| C.-P. | 3 |
| V. Voting/Elections | 3 |
| VI. Qualifications and Responsibilities of Officers, Sponsors, and Members | 3 |
| A. Chairperson | 3 |
| B. Vice-Chairperson | 4 |
| C. Secretary | 5 |
| D. Alt. Secretary | 5 |
| E. Clerks(s) | 5 |
| F. Literature Coordinator | 6 |
| G. Archivist | 6 |
| H. Area Subcommittee Chair | 6 |
| I. Area Liaison/Representative | 7 |
| J. Sponsor | 7 |
| K. Member | 8 |
| VII. Attachments | |
| 1. Clerks' Procedures | 9 |
| 1.1 Thank You Do's and Don'ts | 11 |
| 1.2 Assignment 1 | 12 |
| 1.3 Assignment 2 | 13 |
| 1.4 Assignment 3 | 14 |
| 1.5 Correspondence Only Agreement | 15 |
| 1.6 Sponsor Reassignment Letter | 16 |
| 2. Sponsor Interview | 17 |
| 3. Orientation for New SCR-SBTW Sponsor | 18 |
| 4. Backlog Letter | 20 |
| 5. Spondee Survey | 21 |
| 6. Absent Sponsor Letter | 22 |

**I. Sponsorship Behind The Walls (SBTW) Committee
General Purpose**

Our primary purpose is to provide a Sponsor to work the Twelve Steps and Twelve Traditions of Narcotics Anonymous to those people who are incarcerated in an institution and are not able to meet potential Sponsors at their local N.A. meetings. SBTW services are provided by mail only.

Sponsorship is provided until release, including a brief transition period after release.

Our mission is to help ensure that any addict seeking recovery through a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous has the opportunity to do so even in an institution.

**II. SBTW Committee
Address**

Southern California Regional SBTW Committee, 1937 S. Myrtle Ave, Monrovia, CA 91016

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

**III. SBTW Committee
Membership**

The SBTW committee shall consist of the administrative officers: Chairperson, Vice-Chairperson, Secretary, and Alternate Secretary, Clerk, Literature Coordinator, Archivist, Chairpersons of Area SBTW subcommittees or their designated Area Representatives (Reps), Area Liaisons/Representatives, Sponsors, as well as any members. All SBTW committee members except the Chairperson may bring motions to the floor. All voting members may participate in the decision-making process in order to arrive at a group conscience.

**IV. SBTW Committee
Functions**

A. Committee

1. All letters will be received via the Regional Service Office (RSO) and logged by the SBTW committee.
2. No personal last names, addresses, or phone numbers of the Sponsors, committee members, or anyone else will be given to the Sponsee.
3. Sponsors will use an alias only, as decided by the Sponsor and approved by the SBTW committee. It is required that the alias includes a first and last name (no nicknames).
4. A "Correspondence Only" agreement will be filed with the SBTW committee, prior to sponsorship.
5. Will screen potential Sponsors as to their willingness to follow the SBTW Guidelines and Procedures.
6. Sponsorship is provided until release with a suggested 2-month transition period (by mail only) while the Sponsee seeks a Sponsor on the outside.
7. Will screen potential Sponsees and assign them to a regional Sponsor or Area subcommittee.
8. Is a resource to assist Areas and other NA service bodies in their SBTW efforts by providing information and guidance (e.g. Western Service Learning Days [WSLD], SCR convention).

B. Sponsors

1. Regional Sponsors will have a Sponsee assigned by the SBTW committee.
2. The Sponsor must have had no prior knowledge of their assigned Sponsee. This means they should never have met the person they will be assigned to sponsor at any time during their life.
3. Sponsors will only use the *NA Step Working Guides* to work the Steps with their SBTW Sponsees
4. Sponsors will confirm with the Sponsee if they have the NA Basic Text, *It Works How and Why*, the *Step Working Guides*, and the *Just for Today* before submitting an order to the Literature Coordinator
5. Initial literature orders shall not exceed three (3) books. If the Sponsee has no books, the *Just for Today* will be reserved for when the Sponsee finishes Step Eleven (11).
6. Upon completion of the Twelve Steps, if requested, the Sponsee may continue SBTW correspondence by utilizing *The Guiding Principles: The Spirit of Our Traditions* to work the Twelve Traditions

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

- C. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, or contacting family members/friends/lawyers/Parole Board will be made between the Sponsor and Sponsee
- D. All rules and regulations of the facility will be followed
- E. After the Clerk(s) reads the first letter, all correspondence between the Sponsor and Sponsee is confidential.
- F. All correspondence will be logged.
- G. Only inmates Sponsees with two (2) years or more remaining to serve will be assigned a Sponsor
- H. Male sponsor requests from County Facilities shall be referred to H&I.
- I. Sponsor requests from State Hospitals will be referred to *Freedom Behind the Walls* (SFV Area SBTW subcommittee).
- J. The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed.
- K. Only women will write women and only men will write men. LGBTQ sponsee requests will be addressed on a case-by-case basis.
- L. The SBTW committee will meet monthly.
- M. All members of the SBTW committee are expected to attend meetings in person or by phone, or notify the Chair, Vice-Chair, or Secretary of their absence.
- N. Loss of clean time, non-fulfillment of duties, or missing two consecutive meetings without prior notification to the Chairperson, Vice-Chairperson, Secretary, or Area Liaison, may result in being removed from their commitment.
- O. The SBTW committee shall meet as needed to review guidelines and other business.
- P. The SBTW committee shall archive all contacts and procedures for use by future participants.

V. SBTW Committee

Voting/Elections

- A. Voting members of the SBTW committee shall be the Vice-Chairperson, Secretary, Alt. Secretary, Clerk(s), Literature Coordinator, Archivist, Area Subcommittee Chairs, Sponsors, Area Liaisons/Representatives, and Voting Members.
 - 1. Voting members are SBTW committee members who have attended two (2) consecutive SBTW committee meetings.
 - 2. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be re-instated at attendance of two (2) consecutive meetings.
- B. The Chairperson only has a vote in the case of a tie.
- C. In the spirit of rotation, all officers are elected for a term of one (1) year and are eligible for a second term of one (1) year
- D. Nominations shall take place in April and elections shall take place in May for all positions.
- E. Outgoing committee members are strongly encouraged to mentor their replacement for at least two (2) months.

VI. SBTW Committee

Qualifications and Responsibilities of Officers, Sponsors, and Members

- A. Chairperson
Qualifications:
 - 1. Is elected by the SBTW committee and must be affirmed by the SCRSC.
 - 2. Complete abstinence from all drugs for five (5) years.

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

3. Suggested one (1) year experience in Regional SBTW service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.

Responsibilities:

1. Mediates all SBTW committee meetings with the general understanding of agreed-upon Parliamentary Procedures
2. Must attend each SCRSC meeting; prepare, present, and archive written Chair Report, and adhere to all SCRSC guidelines. This includes posting their report to the SCR google group.
3. With the assistance of the Secretary, helps set the Agenda
4. Becomes the contact person for emails to/from the SCR website SBTW address
5. Signs responsibility for the RSC and cabinet keys and returns keys to the RSO at the end of his/her term. Must arrive early enough to open the RSC for Clerks before each meeting
6. Sets up and facilitates conference calling
7. Prepares a budget with the SBTW committee to be submitted for the approval of the SCRSC for their upcoming year.
8. Coordinates and is responsible for all work done by the SBTW committee.
9. Ensures that SCRSC and SCR-SBTW guidelines and NA Traditions and Concepts are being followed.
10. Coordinates the Sponsor screening process.
11. Maintains communications with all Sponsors and Officers.
12. Is available to answer questions and give presentations, and participates (or delegates participation) in the quarterly NAWS Inmate Step Writing web meeting.
12. Is responsible for reconciling and submitting invoices to the SCRSC Treasurer in a timely manner.
13. If necessary, may be removed by a simple majority vote of the SBTW committee.

B. Vice-Chairperson

Qualifications:

1. Is elected by the SBTW committee and must be affirmed by the SCRSC.
2. Complete abstinence from all drugs for four (4) years.
3. Suggested one (1) year experience in Regional SBTW service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.

Responsibilities:

1. Works with the Chairperson to ensure the smooth operation of the SBTW committee, using a general understanding of agreed-upon Parliamentary Procedures
2. Performs the duties of the Chairperson when absent-
3. Must attend each SCRSC meeting and adhere to all SCRSC Guidelines.
4. Becomes a contact person for emails to/from the SCR website SBTW address
5. Signs responsibility for the RSC and cabinet keys and returns keys to the RSO at the end of his/her term. Must arrive early enough to open the RSC for Clerks before each meeting
6. If necessary, may be removed by a simple majority vote of the SBTW committee.

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

C. Secretary

Qualifications:

1. Is elected by the SBTW committee.
2. Complete abstinence from all drugs for one (1) year.
3. Suggested six (6) months experience in Area-level Service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Clerical skills are highly suggested.

Responsibilities:

1. Must keep an accurate set of minutes of all SBTW committee meetings; they should be ready and given to all committee members who request it within 14 days.
2. Creates the Agenda with the assistance of the Chair
3. Files the minutes, agenda, and contacts list.
4. Will maintain an accurate and up-to-date list of all SBTW Sponsors, their aliases, their addresses, and their Areas (Phonelist).
5. Ensures there is an electronic back-up of documents available to the committee
6. Has a copy of the cabinet keys
7. If necessary, may be removed by a simple majority vote of the SBTW committee.

D. Alt. Secretary

Qualifications:

1. Is elected by the SBTW committee.
2. Complete abstinence from all drugs for six (6) months.
3. Suggested six (6) months experience in Area-level Service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Clerical skills are highly suggested.

Responsibilities:

1. Performs the duties of the Secretary when absent.
2. If necessary, may be removed by a simple majority vote of the SBTW committee.

E. Clerk(s)

Qualifications:

1. Is elected by the SBTW committee.
2. Complete abstinence from all drugs for one (1) year.
3. Suggested six (6) months experience in Area level Service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Clerical skills are highly suggested.

Responsibilities:

1. See Clerks' Procedure (Attachment 1).
2. Files all documents.
3. Have sponsees ready to assign at the start of the meeting.
4. One Clerk shall have responsibility for a set of cabinet keys.
5. If necessary, may be removed by a simple majority vote of the SBTW committee.

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

F. Literature Coordinator

Qualifications:

1. Is elected by the SBTW committee.
2. Complete abstinence from all drugs for two (2) years.
3. Suggested one (1) year experience in Area-level service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
5. Must have computer access, a valid email address, and printing capability.

Responsibilities:

1. Orders literature from the World Service Office (WSO) and confirms orders with Sponsors. Forwards invoices to the SBTW Committee Chair.
2. Keeps an accurate log of literature orders processed. Oversees orders to avoid errors.
3. Is required to give a monthly report.
4. Maintains Sponsor Report Log Grid and reconciles book orders with current information
5. If necessary, may be removed by a simple majority vote of the SBTW committee.

G. Archivist

Qualifications:

1. Is elected by the SBTW committee.
2. Suggested to have two (2) or more years clean time.
3. Suggested One (1) year experience in Regional SBTW service
4. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.
5. Knowledge of computers and available web technologies.

Responsibilities:

1. Coordinates and transfers all information to the agreed-upon database. Assists new Archivist as needed after term ends.
2. If necessary, may be removed by a simple majority vote of the SBTW committee.

H. Area Subcommittee Chair

Qualifications:

1. Is elected by the Area SBTW subcommittee and uses guidelines that do not conflict with RSC-SBTW guidelines

Responsibilities:

1. Should attend all SBTW committee meetings.
2. Picks up sponsees from SBTW Regional Committee.
3. Provides a report and other information to the SBTW committee
4. Updates Regional SBTW records with Sponsees who are no longer active
5. Communicates with Sponsors from his/her Area on a regular basis.

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

I. Area Liaison/Representative

Qualifications:

1. Is affirmed by the SBTW committee.
2. Suggested to have two (2) or more years clean time.

Responsibilities:

1. Should not miss more than two (2) consecutive SBTW committee meetings.
2. Be responsible for all correspondence to/from his/her Area to the Regional SBTW Committee (e.g. Sponsor reports, letters). Note: If the Liaison, for some reason, missed a SBTW Regional Committee meeting, the Liaison may receive the mail through a re-mail from the committee.
3. Provides the SBTW Regional Committee meeting with updated reports on the names of Sponsors and who their Sponsees are, including updating the Sponsor Report Log Grid
4. Shall maintain communication with all the Sponsors from his/her Area on a regular basis.
5. Shall pre-screen potential Sponsors as to their willingness to follow the SBTW Guidelines and procedures, using the Sponsor Interview Form (see Attachment 2).
6. Shall provide SBTW Regional Committee Guidelines to Liaison's Area and follow those Guidelines and procedures, in conjunction with his/her Area Guidelines.
7. If necessary, may be removed by a simple majority vote of the SBTW committee.

J. Sponsor

Qualifications:

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, and the Twelve Concepts for NA Service.
3. Must only utilize the *NA Step Working Guides*, the *Narcotics Anonymous Basic Text, It Works How and Why, Just for Today*, and *The Guiding Principles: The Spirit of Our Traditions*.
4. It is suggested to be off parole/probation.
5. It is suggested to have had no convictions for at least one year.

Responsibilities:

1. Sponsors (or their Liaisons) must attend all the monthly SBTW committee meetings either in person, by phone, or by submitting a written report.
2. Must meet all of the requirements of the screening process.
3. Must read and sign the SBTW committee Correspondence Only Agreement.
4. Must have an NA Sponsor and carry a clear NA message.
5. Must always keep in mind that we are members of the SBTW committee and NA as a whole when interacting with Sponsees.
6. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter (refer to Attachment 3).
7. The Sponsor is responsible to report when he/she is no longer available to be a Sponsor to his/her assigned Sponsee(s) and to the SBTW Committee.
8. Must abide by the guidelines of the SBTW committee and the rules of the institutions.

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS
COMMITTEE GUIDELINES; Revised 8/2015*

9. Requests necessary literature (either directly or through their Liaison) from the Literature Coordinator via email after confirming Sponsee's literature needs and having written to each other at least two (2) times. Sponsor needs to specify full names, booking number, bunk number, institution address and correct P.O. box, and books to order (either directly or through their Liaison) in their literature request.
10. Provides current Sponsee information monthly and updates the Sponsor Report Log Grid.
11. If necessary, may be removed by a simple majority vote of the SBTW committee.

K. Member

1. Any member of the NA fellowship who wishes to better carry the message by participating in the SBTW committee.

VI. Attachments

Continues on the following pages (Note: RSC voted to not include here).