

## For New SCR-SBTW Sponsors

### **General Purpose**

Our primary purpose is to provide a Sponsor to work the Twelve Steps 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 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.

### **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, 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*, and *Just for Today*.
4. It is suggested to be off parole/probation.
5. It is suggested to have had no convictions for at least one year.
6. Sponsors must attend all the monthly SBTW committee meetings either in person, online, or by submitting a written report.
7. Must meet all of the requirements of the screening process.
8. Must read and sign the SBTW committee Correspondence Only Agreement.
9. Must have an NA Sponsor and carry a clear NA message.
10. Must always keep in mind that we are members of the SBTW committee and NA as a whole when interacting with Sponsees.
11. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter.
12. 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.
13. Must abide by the guidelines of the SBTW committee and the rules of the institutions.
14. Requests necessary literature from the Literature Coordinator via email after confirming Sponsee's literature needs and having written to each other at least two (2) times.
15. Provides current Sponsee information monthly.
16. If necessary, may be removed by a simple majority vote of the SBTW committee.

### **Writing to your Sponsee for the first time**

- Always check the inmate locator to double-check that they are still incarcerated and in the same facility (many inmates are being released early under Proposition 47). Go to the inmate locator for the State (Our two most common States are CA: <http://inmatelocator.cdcr.ca.gov/search.aspx> and IL: <https://www.illinois.gov/idoc/Offender/Pages/InmateSearch.aspx>), or search the internet by typing in the State + inmate locator and click on the link for the institution for the mailing address.
- Introduce yourself. Ask which NA books your Sponsee has. Make sure they are aware you will be working steps with them through the *NA Step Working Guides*. You are not a pen pal.
- Use the SCR-SBTW P.O. Box as your return address:

Southern California Sponsorship Behind the Walls Committee,  
1937 S. Myrtle, Monrovia, CA 91016

**Getting Mail:**

- We receive letters before the SCR-SBTW meeting (third Sunday of the month) and distribute them at the meeting
- If you are absent, we will re-mail your letters or you can designate someone to pick them up for you (e.g. Area Liaison)
- Don't be discouraged if you do not get mail right away (see "Dropping a Sponsee" below)

**Sending Books:** Please write to your Sponsee a couple of times before sending books. To order books, please email the Literature Coordinator (see current phone list) which 3 books\* you are ordering and state your Sponsee's full name, booking number, address (including bunk number), your name, and your alias. If you do not get a response to your email request for books, please follow-up with the Literature coordinator.

\*Per our guidelines, 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).

**Dropping a Sponsee:** If your Sponsee has not responded after a couple of letters, wait up to 6 months from the date assigned to drop them or check the inmate locator to see if they are still incarcerated. Try sending a final letter as sometimes they are in the SHU or were not ready yet, as we sometimes get sponsees who write back after being dropped. Please indicate whether you have dropped any Sponsees on the Sponsor Report grid.

**The Do's and Don'ts:**

***What we do:***

- We guide our Sponsee through the 12 steps of NA (Narcotics Anonymous)
- After your initial contact letter, all letters are private between you and your Sponsee
- We send only NA-approved literature directly from the publisher to our Sponsee
- We sponsor only to the gate, with the exception of a short transition period after Sponsee's release
- We limit contact with our Sponsees to writing only
- We refrain from providing personal telephone numbers, address, photos, and any other information or items prohibited by our guidelines
- We will follow all the rules and regulations of their facility
- We will exercise discretion about writing about any matter that could be construed as to jeopardize the safety and the security of their facility, its staff, its residents, this subcommittee, or anyone else

***What we don't do:***

- We don't sponsor those with one year or less left to serve (two years, starting 1/2016)
- We don't pen pal
- We don't continue to sponsor upon release, with the exception of a short transition period
- We don't supply sponsees with materials, including envelopes, stamps, pre-stamped envelopes, writing paper, and writing implements
- We don't send any books, tapes, or items of this nature to anyone we do not sponsor
- We don't contact anyone for the Sponsee by letter or otherwise
- We don't call or visit Sponsees or have any contact with them outside the facility
- We don't put money on the Sponsee's books, send food or care packages, or send anything other than letters
- We don't arrange a Sponsor on the outside for the Sponsee upon release

- We don't write letters to the parole board
- We don't send out information on treatment or living facilities available on the outside