

*SOUTHERN CALIFORNIA REGION SPONSORSHIP BEHIND THE WALLS  
COMMITTEE GUIDELINES; Revised 9/21/2025*

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1. 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 members 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 *to help the addict find recovery outside the walls.*

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.

2. *SBTW Committee*

*Address*

Southern California Regional SBTW Committee, 1935 S. Myrtle Ave, Monrovia, CA 91016.

3. *SBTW Committee*

*Membership*

The SBTW *Committee* shall consist of the administrative *Officers*: Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Lead Clerk and Clerk(s), Literature Coordinator, *Outreach Coordinator*, Web Servant/Archivist, *Alternate Web Servant/Archivist*, Chairpersons of Area/*Regional* SBTW subcommittees or their designated Area/*Regional* Representatives (Reps), Area Liaisons/Representatives, Sponsors, as well as any *other participating* NA 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.

4. *SBTW Committee*

*Functions*

1. Committee

- a. All letters will be received via the Regional Service Office (RSO) and logged by the SBTW *Committee Lead Clerk and Clerks.*
- b. No personal last names, addresses, or phone numbers of the Sponsors, *Committee* members, or anyone else will be given to the Sponsee
- c. 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 *or names that might be offensive or discouraged by a Facility*)

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- d. *Provides an online SBTW website with applications/forms/contacts and other pertinent information*
- e. *A “Correspondence Only” agreement “available online” will be filed by Sponsors with the SBTW Committee, prior to sponsorship*
- f. *Will screen potential Sponsors as to their willingness to follow the SBTW Guidelines and Procedures*
- g. *Sponsorship is provided until release with a suggested maximum up to 3-month transition period (by mail only) while the Sponsee seeks a Sponsor on the outside*
- h. *Will screen potential Sponsees and assign them to a Regional Sponsor or Area/Regional Committee or subcommittee*
- i. *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)*

**2. Sponsors**

- a. *Potential Sponsors will fill out an online application at [SBTW.todayna.org](http://SBTW.todayna.org)*
  - b. *Regional Sponsors will have a Sponsee(s) assigned by the SBTW committee and a packet with all relevant Sponsee information will be sent out through regular mail to the approved Sponsor*
  - c. *The Sponsor must have had no prior knowledge of their assigned Sponsee(s). This means they should never have met the person they will be assigned to sponsor at any time during their life*
  - d. *Sponsors will only use the NA Step Working Guides to work the Steps with their SBTW Sponsee(s)*
  - e. *Sponsors will confirm with the Sponsee(s) if they have the NA Basic Text (Narcotics Anonymous), It Works: How and Why, the Step Working Guides, and the Just for Today before submitting an order to the Literature Coordinator*
  - f. *Initial literature orders shall not exceed three (3) books. If the Sponsee(s) has no books, the Just for Today will be reserved for when the Sponsee finishes Step Eleven (11) The initial three(3) books generally sent are NA Basic Text (Narcotics Anonymous), It Works: How and Why, the Step Working Guides*
  - g. *Upon completion of the Twelve Steps, if requested, the Sponsor may continue SBTW correspondence by utilizing The Guiding Principles: The Spirit of Our Traditions to work the Twelve Traditions with their Sponsee(s)*
- 3.** *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*
- 4.** *All rules and regulations of the facility will be followed*

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5. After the Clerk(s) reads the first letter *and the three assignments*, all correspondence between the Sponsor and Sponsee *will not be open and is confidential*
6. All correspondence will be sorted, and then filed or logged and distributed
7. Only inmate Sponsees with two (2) years or more remaining to serve will be assigned a Sponsor
8. Male sponsor requests from County Facilities shall be referred to H&I; female sponsor requests from County Facilities will be accepted
9. Sponsor requests from State Hospitals will be referred to *Freedom Behind the Walls* (SFV Area SBTW subcommittee)
10. The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed
11. *Sponsee's may be assigned a sponsor based on availability regardless of gender. Gender neutral pen names will be used in this situation.*
12. The SBTW *Committee* will meet monthly
13. All members of the SBTW *Committee* are expected to attend meetings in person or by phone *or virtual means*, or notify the Chair, Vice-Chair, Secretary, or Area Liaison of their absence
14. 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
15. The SBTW *Committee* shall meet as needed to review guidelines and other business
16. The SBTW *Committee* shall archive all contacts and procedures for use by future participants

**5. SBTW Committee**

***Voting/Elections***

1. Voting members of the SBTW *Committee* shall be the Vice-Chairperson, Secretary, Alt. Secretary, Lead Clerk and Clerk(s), Literature Coordinator, *Outreach Coordinator*, Web Servant/Archivist, *Alternate Web Servant/Archivist*, *Chairpersons of Area/Regional SBTW Subcommittee Chairs/Representatives*, *or their designated Area/Regional Representatives (Reps)*, *Area Liaisons/Representatives*, *Sponsors*, *as well as any other participating NA 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 reinstated at attendance of two (2) consecutive meetings*
3. The Chairperson only has a vote in the case of a tie
4. In the spirit of rotation, all officers *except Web Servant/Archivist and Alternate Web Servant Archivist* elected for a term of one (1) year and are eligible for a second term of one (1) year
5. *Web Servant/Archivist is elected for a term of two(2) to four(4) years and is eligible for a second term of two(2) to four(4) years*

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6. *Alternate Web Servant/Archivist is elected to serve a term of two(2) years*
7. Nominations shall take place in April and elections shall take place in May for all positions
8. Outgoing **Committee** members are strongly encouraged to mentor their replacement for at least two (2) months

6. SBTW Committee

*Qualifications and Responsibilities of Officers, Sponsors, and Members*

1. Chairperson

Qualifications

- a. Is elected by the SBTW committee and must be affirmed by the SCRSC
- b. Complete abstinence from all drugs for five (5) years
- c. Suggested one (1) year experience in Regional SBTW service
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service

Responsibilities

- a. Mediates all SBTW Committee meetings with the general understanding of agreed-upon Parliamentary Procedures
- b. *Is expected to attend each SCRSC meeting; prepare and present a written Chair Report, and adhere to all SCRSC guidelines. This includes posting their report to the SCR google group ([scrnamemberwebsite@googlegroups.com](mailto:scrnamemberwebsite@googlegroups.com)) and archiving report in the absence of the Secretary ([sbtw@scrna.org](mailto:sbtw@scrna.org))*
- c. With the assistance of the Secretary, helps set the Agenda
- d. Is a contact person for emails *or forwarded emails* to/from the SCR website SBTW address ([sbtw@scrna.org](mailto:sbtw@scrna.org), as well as [sbtw@todayna.org](mailto:sbtw@todayna.org))
- e. Signs responsibility for the RSC keys and returns keys to the RSO at the end of *their* term. Must arrive early enough to open the RSC for Clerks before each meeting, unless contingency plan is in place (see Section VI, Contingency Plan)
- f. Sets up and facilitates conference calling or online platform as needed
- g. Prepares a budget with the SBTW committee to be submitted for the approval of the SCRSC for their upcoming year
- h. Coordinates and is responsible for all work done by the SBTW committee
- i. Ensures that SCRSC and SCR-SBTW guidelines and NA Traditions and Concepts are being followed
- j. Coordinates the Sponsor screening process
- k. ~~Helps~~ Maintains communications with all Sponsors and Officers

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- l. Is available to answer questions, give presentations, and participates (or delegates participation) in the quarterly NAWS Inmate Step Writing web meeting
- m. Is responsible for reconciling and submitting invoices to the SCRSC Treasurer in a timely manner
- n. If necessary, may be removed by a simple majority vote of the SBTW committee

2. Vice Chairperson

Qualifications

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

Responsibilities

- a. Works with the Chairperson to ensure the smooth operation of the SBTW committee, using a general understanding of agreed-upon Parliamentary Procedures
- b. Performs the duties of the Chairperson *in the absence of the Chair*
- c. Is expected to attend each *SBTW/SCRSC* meeting and adhere to all *SBTW/SCRSC* Guidelines
- d. Signs responsibility for the RSC 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, unless contingency plan is in place (see Section VI, Contingency Plan)
- e. Leads Guideline/Form reviews every other year
- f. If necessary, may be removed by a simple majority vote of the SBTW committee
- g. *Upon new sponsor affirmation, place link for correspondence agreement in chat, and instruct to email to [sbtw@scrna.org](mailto:sbtw@scrna.org) when completed*

3. Secretary

Qualifications

- a. Is elected by the SBTW committee
- b. Complete abstinence from all drugs for two (2) years
- c. Suggested one (1) year experience in Area/Regional-level Service
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

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- e. Clerical skills are highly suggested
- f. Must have computer access, a valid email address, and printing capability

Responsibilities

- a. Must keep an accurate set of minutes of all SBTW committee meetings; they should be ready and given to all committee members *via* [SBTW-Groups@gmail.com](mailto:SBTW-Groups@gmail.com) *before the next meeting and with enough time for members to review for approval*
- b. Creates the Agenda with the assistance of the Chair
- c. *Creates the Chair Report with assistance of the Chair prior to the Monthly Regional meeting*
- d. Files and archives the *Minutes, Chair Report, and Agenda* (send to [sbtw@scrna.org](mailto:sbtw@scrna.org))
- e. If necessary, may be removed by a simple majority vote of the SBTW committee

4. Alternate Secretary

Qualifications

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

Responsibilities

- a. *Needs to attend all SBTW meetings and learn all responsibilities of the position*
- b. Performs the duties of the Secretary when ***the secretary is*** absent
- c. If necessary, may be removed by a simple majority vote of the SBTW committee

5. Lead *Mail* Clerk

Qualifications

- a. Is elected by the SBTW committee
- b. Clerical skills are highly suggested
- c. Lead Clerk has complete abstinence from all drugs for *three (3) years*
- d. *Suggested one (1) year experience in Regional SBTW service*

Responsibilities

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- a. *Needs to attend all SBTW meetings in person at the RSO*
- b. *Follows Mails Clerks' Procedure document*
- c. *Have sponsees ready to assign to new sponsors at the start of the meeting*
- d. *Shall have responsibility for a set of cabinet and RSC keys and will delegate duties to Mail Clerks*
- e. *If necessary, may be removed by a simple majority vote of the SBTW committee*

**6. *Alternate Lead Clerk***

***Qualifications***

- a. *Is elected by the SBTW committee*
- b. *Clerical skills are highly suggested*
- c. *Alt. Lead Clerk has complete abstinence from all drugs for one (1) year*

***Responsibilities***

- a. *Needs to attend all SBTW meetings in person at the RSO*
- b. *Performs the duties of the Lead Clerk when absent*
- c. *Follows Mails Clerks' Procedure document*
- d. *Works with the Lead Clerk to learn clerks responsibilities and procedures*
- e. *Actively works with lead clerk to monitor and update sponsor/sponsee mail sheet and send out mail to sponsors in a timely manner*
- f. *Helps File incoming/sends outgoing:*
  - i. *New request*
  - ii. *Assignments*
  - iii. *Sponsor/sponsee correspondence*
- g. *If necessary, may be removed by a simple majority vote of the SBTW committee*

**7. *Elected Clerks***

***Qualifications***

- a. *Is elected by the SBTW committee*
- b. *Clerical skills are highly suggested*
- c. *Clerk has complete abstinence from all drugs for six (6) months*
- d. *Need to have worked as a volunteer clerk for minimum of six (6) consecutive months*

***Responsibilities***

- a. *Needs to attend all SBTW meetings in person at the RSO*
- b. *Follows Mails Clerks' Procedure document*
- c. *Works with the Lead Clerk and Alt. Lead Clerk to learn and perform responsibilities and procedures*
- d. *Helps File incoming/sends outgoing:*

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- i. New request*
- ii. Assignments*
- iii. Sponsor/sponsee correspondence*
- e. If necessary, may be removed by a simple majority vote of the SBTW committee*

**8. Mail Helper (Volunteer Clerks)**

**Qualifications**

- a. Volunteer (not a regular commitment) and not elected by the SBTW committee*
- b. Clerical skills are helpful*
- c. Complete abstinence from all drugs for thirty (30) days*

**Responsibilities**

- a. Performs delegated duties for the Lead, Alt Lead, and the Mail Clerks*

**9. Literature Coordinator**

**Qualifications**

- a. Is elected by the SBTW committee*
- b. Complete abstinence from all drugs for two (2) years*
- c. Suggested one (1) year experience in Area/Regional-level service*
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service*
- e. Must have computer access, a valid email address, and printing *as needed**

**Responsibilities**

- a. Is a contact person for emails to/from the SCR website SBTW email addresses ([sbtw@scrna.org](mailto:sbtw@scrna.org), as well as [sbtw@todayna.org](mailto:sbtw@todayna.org))*
- b. Orders literature from the World Service Office (WSO) and confirms orders with Sponsors *sending a cc (carbon copy) to the* using the [sbtw@scrna.org](mailto:sbtw@scrna.org) address. Forwards invoices to the SBTW Committee Chair*
- c. Keeps an accurate log of literature orders processed *using the Archives Google Drive log-in at SBTWSoCalLitCo@scrna.org*. Monitors orders to avoid errors. *Forward all emails and correspondence to [sbtw@scrna.org](mailto:sbtw@scrna.org) (SBTW archive)**
- d. Maintains (or delegates) Sponsor Report Log Grid (*Excel/Sheets database*) and reconciles book orders with current information*
- e. Will maintain an accurate and up-to-date list of all SBTW Sponsors, their aliases, their addresses, and their Areas (“Phonelist/Contact Sheet”).*

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- f. Is required to give a monthly report
- g. Is expected to train incoming Literature Coordinator
- h. If necessary, may be removed by a simple majority vote of the SBTW committee

*10. Alternate Literature Coordinator*

**Qualifications**

- a. *Is elected by the SBTW committee*
- b. *Complete abstinence from all drugs for one (1) year*
- c. *Suggested 6 months experience in Area/Regional-level service*
- d. *Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service*
- e. *Must have computer access, a valid email address, and printing as needed*

*Responsibilities*

- a. *Works with the Literature Coordinator to ensure the smooth distribution of SBTW literature.*
- b. *Performs the duties of the Literature Coordinator in the absence of the Coordinator*
- c. *If necessary, may be removed by a simple majority vote of the SBTW committee*

*11. Outreach Coordinator*

**Qualifications**

- a. *Is elected by the SBTW committee*
- b. *Complete abstinence from all drugs for two (2) years*
- c. *One (1) years experience in Southern California Regional-level service on the SoCal SBTW Committee*
- d. *Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service*
- e. *Have reliable transportation to travel.*

*Responsibilities:*

- a. *Must be willing to coordinate SBTW participation at NA events to help educate the fellowship regarding SBTW through booth sitting and/or presentations.*
- b. *Responsible to coordinate set up of a booth with our SBTW banner and associated supplies eg. sign up sheets, pamphlets.*

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- c. Relay and check accuracy of proper sign up information to anyone interested in SBTW.*
- d. Is required to give a monthly report at the SBTW Regional meeting*
- e. Is expected to train any incoming Outreach Coordinator and participating SBTW booth representative*
- f. Is expected to train any incoming Outreach Coordinator and participating SBTW booth representative*
- g. Be able and willing to train any member of NA that is interested in working the table at any given event*
- h. To create or coordinate creating the tools necessary to forward our message.*
- i. Coordinate all activities having to do with SBTW presentations.*
- j. If necessary, may be removed by a simple majority vote of the SBTW committee*

**12. Alternate. Outreach Coordinator**

**Qualifications**

- a. Is elected by the SBTW committee*
- b. Complete abstinence from all drugs for two (2) years*
- c. One (1) years experience in Southern California Regional-level service on the SoCal SBTW Committee*
- d. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service*
- e. Have reliable transportation to travel.*

*Responsibilities:*

- a. Learns and assumes the duties of the outreach coordinator when that person is not available*

**13. Web Servant/Archivist**

**Qualifications**

- a. Is elected by the SBTW committee*
- b. Suggested to have three (3) years or more years clean time*
- c. Suggested One (1) year experience in Regional SBTW service*
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service*

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- e. Knowledge of or willingness to learn computer and website skills as needed*

*1. Responsibilities:*

- a. Attends monthly SCR SBTW meeting*
- b. Attends monthly SCRSC website meeting*
- c. Holds the Regional Virtual platform Key information in the Archive to pass onto each Chair*
- d. Works with regional Website committee to ensure accurate and updated information is on the SCRSC and SCR SBTW website*
- e. Responsible for answering any inquiries that come into the Archive Email from the SBTW website*
- f. Notifies Chair of online SBTW Sponsor submissions or other website concerns*
- g. Is required to give a monthly report*
- h. Coordinates transfers of all information to the [sbtw@scrna.org](mailto:sbtw@scrna.org) drive or SCR SBTW website (SBTW [TodayNA.org](http://TodayNA.org))*
- i. Is expected to train incoming Web Servant/Archivist*
- j. If necessary, may be removed by a simple majority vote of the SBTW committee*

*14. Alternate Web Servant/Archivist*

**Qualifications**

- a. Is elected by the SBTW committee*
- b. Suggested to have two (2) or more years clean time*
- c. Suggested One (1) year experience in Regional SBTW service*
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service*
- e. Knowledge of or willingness to learn computer and website skills as needed*

*1. Responsibilities:*

- a. Attends monthly SCR SBTW meeting*
- b. Attends monthly SCRSC website meeting*
- c. Works with the Web Servant/Archivist to learn operation of the google workspace and website*
- d. Performs the duties of the position in the absence of the Web Servant/Archivist*

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- e. *If necessary, may be removed by a simple majority vote of the SBTW committee*

15. Area Subcommittee Chair/Representative  
Qualifications

- a. Is elected by the Area SBTW subcommittee and uses guidelines that do not conflict with *SCR-SBTW* guidelines

1. Responsibilities:

- a. Should attend all SBTW committee meetings
- b. *Is assigned* sponsees from *SCR-SBTW* Regional Committee
- c. Provides a monthly report and other information to the *SCR-SBTW* committee
- d. Updates Regional *SCR-SBTW* records with Sponsees and Sponsors who are no longer active
- e. Communicates with Sponsors from *their* Area on a regular basis

16. Area Liaison/Representative  
Qualifications

- a. Is affirmed by the *SCR-SBTW* committee or their Area Service Committee
- b. Suggested to have *9 months or more of clean time*

1. Responsibilities:

- a. Should not miss more than two (2) consecutive *SCR-SBTW* committee meetings
- b. Be responsible for *communication* to/from *their* Area to the Regional *SCR-SBTW* Committee (e.g., Sponsor reports, letters).
- c. Provides the *SCR-SBTW* Regional Committee meeting with updated reports on the names of Sponsors and who their Sponsees are to the *Lead Mail Clerk*.
- d. Shall maintain communication with the Sponsors from *their* Area on a regular basis
- e. Shall pre-screen potential Sponsors regarding their qualifications and their willingness to follow the *SCR-SBTW* Guidelines and procedures, Shall provide *SCR-SBTW* Regional Committee Guidelines to Liaison's Area

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and follow those Guidelines and procedures, in conjunction with *their* Area Guidelines

- f. If necessary, *due to unresolved committee concerns*, may be removed by a simple majority vote of the SCR-SBTW committee

17. Sponsor

Qualifications

- a. Complete abstinence from all drugs for two (2) years
- b. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- c. Must only utilize the *NA Step Working Guides, Narcotics Anonymous (Basic Text), It Works: How and Why, Just for Today, and The Guiding Principles: The Spirit of Our Traditions*

1. Responsibilities:

- a. Sponsors (or their Liaisons) must attend all the monthly SBTW committee meetings either in person, by phone, *by zoom* or by submitting a written report, *text, or email*.
- b. Must meet all of the requirements of the screening process
- c. Must read and sign the SBTW committee Correspondence Only Agreement
- d. Must have an NA Sponsor and carry a clear NA message
- e. Must always keep in mind that we are members of the SBTW committee and NA as a whole when interacting with Sponsees
- f. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter
- g. The Sponsor is responsible to report when *there* no longer available to be a Sponsor to *their* assigned Sponsee(s) and to the SBTW Committee
- h. Must abide by the guidelines of the SBTW committee and *general assumed* to the rules of the institutions *refer to do's and don'ts in the new sponsor orientation handout*
- i. 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
- j. Provides current Sponsee information *regarding any changes as needed to their liaison*
- k. If necessary, may be removed by a simple majority vote of the SBTW committee
- l. *When writing a sponsee, if you haven't heard from sponsee, send letter once a month for 3 months, if no response in that time, lookup on inmate finder to match address, if same address refer back to the committee for review*

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18. Member

Qualifications

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

5. *SBTW* Contingency Plan

1. In case of emergency or unforeseen circumstances, the Chair may utilize any online platform to carry out the business of the committee. The committee shall delegate responsibilities, as necessary. If required, a special monthly mail-processing meeting will be arranged to complete clerical duties (considering RSO scheduling and current rules).

6. *SBTW Website*

<https://sbtw.todayna.org/sbtw-documents/sbtw-forms/>

1. See website for all additional forms, handouts, and additional information.