

Plains States Zonal Forum (PSZF) of Narcotics Anonymous

Sponsorship Behind the Walls Orientation



TABLE OF CONTENTS

1. PURPOSE & HISTORY
2. SPONSORSHIP BEHIND THE WALLS (SBTW) ORIENTATION
3. PLAINS STATE ZONAL FORUM (PSZF) SPONSORSHIP BEHIND THE WALLS SPONSOR QUESTIONNAIRE
4. LETTER TO THE FACILITIES (EXAMPLE)
5. WORKGROUP EMAILS

Purpose and Short History

- + TO CARRY THE MESSAGE OF RECOVERY TO THE ADDICT WHO STILL SUFFERS BEHIND THE WALLS AND ALLOW THEM TO EXPERIENCE THE MIRACLE OF RECOVERY AND A NEW WAY TO LIVE THROUGH THE 12 STEPS OF NA, DESPITE THEIR LIMITED ACCESS TO NARCOTICS ANONYMOUS AND SPONSORSHIP WHILE INCARCERATED. TO EFFICIENTLY UTILIZE LIMITED HUMAN RESOURCES WITHIN REGION MEMBERS AND PROVIDE A WIDER RANGE OF SERVICE OPPORTUNITIES TO MEMBERS OF PSZF REGIONS.
- + SPONSORSHIP BEHIND THE WALLS (SBTW) ZONAL PROJECT WAS PROPOSED IN 2014 AND APPROVED IN FALL OF 2016
- + WE BEGAN REACHING OUT TO PRISON FACILITIES IN FALL OF 2017

Step Guide Orientation

1. READ "TYPICAL FIRST LETTER" (PAGE 4) OR ACTUAL FIRST LETTER ANONYMOUSLY.
 - A. READ "WELCOME LETTER" OUT LOUD (PAGES 5 & 6) THIS IS THE FIRST THING SENT TO THE SPONSEE REQUESTING A SPONSOR
2. GO OVER CORRESPONDENCE ONLY AGREEMENT (PAGE 8)
 - A. NOTE ESPECIALLY "NO PRIOR KNOWLEDGE"
 - B. ALSO "CONFIDENTIALITY OF ALL INFORMATION"
 - C. ONLY LETTERS CAN BE SENT FROM THE SPONSORS; NA APPROVED LITERATURE MAY BE SENT FROM DISTRIBUTORS (A REGIONAL SERVICE OFFICE, OR NA WORLD SERVICES) – SEE PROCESS FOR SPONSEES ACQUIRING LITERATURE FLOW CHART (PAGE 14)
3. HOW TO BECOME A SBTW SPONSOR (PAGE 9)
4. GO OVER SBTW SPONSOR-SPONSEE REQUIREMENTS AND DUTIES (PAGES 10-12)
 - A. SPONSOR POSITION DESCRIPTION
 - I. SPONSORSHIP BEHIND THE WALLS DO'S AND DON'TS
 - B. SPONSEE REQUIREMENTS
5. SPONSOR/SPONSEE LETTER WRITING FLOW CHART (PAGE 13)
6. SPONSOR QUESTIONNAIRES AND CORRESPONDENCE ONLY AGREEMENTS ARE TO BE FILLED OUT AND TURNED IN BEFORE YOU CAN BE PLACED ON THE WILLING SPONSOR LIST (AT THE END OF THE ORIENTATION SESSION-DON'T FILL OUT IN THIS PACKET)
7. COURTESY INCLUSION: INITIAL LETTER TO THE FACILITIES (PAGE 17)
8. WORKGROUP EMAIL CONTACT INFO (PAGE 18)

1. TYPICAL FIRST LETTER

Hi,

My name is and I am badly in need of a sponsor

because I've been trying to work my 4th Step but I can't do it alone. It hurts too much. It was suggested to me to get a sponsor and since I don't have one to visit me, through the mail is my best bet. I was in recovery for almost two years but I never passed the third step probably because of fear, but today I believe that if I don't deal with all this pain I'll end up relapsing again and I don't want to use ever again.

Well the reason for this letter is so that NA can find me a sponsor so I can get my life back in order and work at changing it.

Please write back soon and Thank you very much.'

God Bless,

....

¹

TYPICAL FIRST LETTER FROM THE "INSIDE" WRITTEN BY A CONNECTICUT ADDICT INMATE TO NA-WSR (A CT REGIONAL NARCOTICS ANONYMOUS SUBCOMMITTEE). TYPING DONE IN THE INTEREST OF ANONYMITY AND READABILITY.

A. WELCOME LETTER

(the first thing an inmate will receive from SBTW)
FIRST RESPONSE LETTER TO SPONSEE

PSZF Sponsorship Behind The Walls
5103 South Sheridan Road #410
Tulsa, OK 74145
sbtw@pszfna.org



Narcotics Anonymous

A Plains States Zonal Forum Project

Date:
Name
Address

Dear _____:

The Sponsorship Behind the Walls Committee has received your letter asking for help in finding recovery. The primary purpose of this committee is to provide written guidance through the Twelve Steps of Narcotics Anonymous (NA) to any incarcerated addict with one year or more left in custody, desiring recovery within NA. Since addicts on the outside can choose a sponsor to help them work the steps of Narcotics Anonymous, our committee has come up with an anonymous way for a sponsor to help you work these steps for the time you are incarcerated.

All of the Committee’s sponsors have shared with this Committee their commitment to their NA based recovery. They have stated that they have worked their steps in writing with a NA sponsor, have a minimum of three years clean and attend NA meetings on a regular basis.

The process of the SBTW committee is that mail is collected from the mailbox once a week. It is then scanned and emailed to your sponsor. The sponsor is to respond to your letter via mail to your facility within a two-week period after they receive it. The first series of letters received from you are read by the Postal Coordinator and Sponsor Communications Coordinator in our committee in order to respond to you, and once assigned a sponsor, you’ll still send your letters to the same address in Tulsa, and they will be sent on to your sponsor. It is important that you understand that every letter between you and your sponsor will be subject to your facility’s rules regarding review of mail and may not be confidential. Contact with your sponsor will be limited to letter writing only and cannot include requests for photos, drawings, pictures, messages to others, phone calls, rides, visits, and will not include damaging personal information. We currently do not have anything set up to communicate with you via email. We have a questionnaire and two assignments for you to complete and send back to us, which will help us assign a sponsor to you. The questionnaire and first assignment are enclosed. Once the committee receives your completed first assignment, we will send you the second one. Once the second completed assignment is received, we will assign you a sponsor and you will begin correspondence with that person to work the 12 steps of Narcotics Anonymous with you.

We are bound by the 12 Traditions of NA, as well as the rules of your facility. We can assure you that the sponsor will be of the same gender as yourself and will have no knowledge or acquaintance with you prior to your incarceration. Anonymity will be followed by using a pen name or first name only and will not be giving out personal contact information. Once you are released from your facility, contact with your step writing sponsor through this committee will end. Please feel free to write the SBTW Committee regarding any questions or concerns about this process. Otherwise, complete the enclosed assignment and mail back to us, and we'll be back in touch once we receive it. We are excited to begin this process with you!

Sincerely,
Sponsorship Behind the Walls Committee
Plains States Zonal Forum

NA *Reaching Out* NEWSLETTER SUBSCRIPTION FORM

Reaching Out is a quarterly, recovery-oriented newsletter made available free of charge to incarcerated addicts through Narcotics Anonymous World Services. If you will be incarcerated for at least six more months and would like a free subscription to *Reaching Out*, you can let NA World services know by sending them the following completed form.

SUBSCRIPTION ORDER FORM

I am an incarcerated addict (and will be for at least six more months) and want a free subscription to *Reaching Out*.

Name _____

Identification Number _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____

Send your completed form to:

Reaching Out c/o NA World Services, PO Box 9999 Van Nuys, CA 91409 USA

Submission Information from Reaching Out Magazine:

We encourage submissions for Reaching Out from members and H&I subcommittees. Please consider that we are more likely to publish articles that focus on how NA has helped an individual to recover while incarcerated rather than those that concentrate on the horrors of drug use.

Send all submissions to:

Reaching Out; NAWS, PO Box 9999; Van Nuys, CA 91409-9999; USA, or email to fsmail@na.org.

2. SBTW CORRESPONDENCE ONLY AGREEMENT

(DON'T FILL OUT FORM IN THIS PACKET...THERE IS A SEPARATE FORM TO FILL OUT)

PSZF Sponsorship Behind The Walls
5103 South Sheridan Road #410
Tulsa, OK 74145
sbtw@pszfna.org



Narcotics Anonymous

A Plains States Zonal Forum Project

I understand that in my role as a sponsor in the SBTW program I am to conduct myself under the guidelines as outlined by the SBTW workgroup, the DOC, and the individual institution.

As a SBTW sponsor, I will:

1. Limit my contact with the sponsee to writing.
2. Not use abusive or profane language.
3. Respect the confidentiality of the sponsee.
4. Not supply the sponsee with any materials for corresponding including envelopes, stamps, pre-stamped envelopes, writing paper and writing implements.
5. Not send the sponsee any books, tapes, and items of this nature. The sponsee may request a free **Basic Text** from the P₃ committee (contact information is sent to sponsee in 2nd response letter). Other NA literature (ex: *Step Working Guides* or *It Works: How and Why*) may be ordered and sent directly from a distributor. I will first contact the Sponsor Communications Coordinator for all options and any facility restrictions specific to my sponsee's location.
6. Not supply the sponsee with my telephone number, address, or any other information prohibited by this workgroup. Doing so will result in the termination of my service on this workgroup.
7. Not visit the sponsee or have contact with him/her outside the facility (including after release).
8. Not contact anyone in any manner at the sponsee's request.
9. Not reveal any damaging personal information.
10. Attest to having no prior knowledge of the sponsee including not having been a victim or an accomplice with him/her as the result of a crime.

Furthermore, I understand that every letter I send into the facility may be opened and checked for contraband. The content of the letter is to remain on the topic outlined by the program and discretion will be exercised in writing about any matter that could be construed as to jeopardize the safety and security of the facility, its staff, its residents, this workgroup or anyone else.

I understand that failure to adhere to any of the aforementioned articles will result in cessation of my participation in the SBTW program and may put the whole program at risk.

Sponsor's Pen Signature

Date Signed

Sponsee's Name & ID number & Inmate #

Sponsee's Facility

Facility Contact: _____

3. HOW TO BECOME A SBTW SPONSOR

ADDICTS WILL ATTEND AN ORIENTATION (IN PERSON OR VIRTUAL ONLINE). THEY WILL DISCUSS AND BE ABLE TO ANSWER AFFIRMATIVELY ALL OF THE FOLLOWING QUESTIONS. POTENTIAL SPONSORS WILL SUBMIT A SPONSOR QUESTIONNAIRE (EXAMPLE ON PAGE 15) TO THE **SBTW WORKGROUP** FOR CONSIDERATION AND IF APPROVED WILL BE MATCHED TO AN APPROVED **SBTW WORKGROUP SPONSEE**. SPONSORS WILL BE ASSIGNED AN INMATE SPONSEE IN THE ORDER THAT THEY HAVE QUALIFIED, AND AS ADDICTS OF THE SAME SEX BECOME AVAILABLE, THE SPONSOR COMMUNICATIONS COORDINATOR WILL NOTIFY THE NEW SPONSOR WHEN THEIR "TURN" COMES UP.

1. IS YOUR RECOVERY BASED IN NARCOTICS ANONYMOUS?
2. HAVE YOU WORKED ALL 12 STEPS?
3. DO YOU WORK THE STEPS IN WRITING WITH AN NA SPONSOR?
4. DO YOU HAVE AT LEAST 3 YEARS' CLEAN TIME?
5. DO YOU ATTEND NA STEP MEETINGS REGULARLY?
6. DO YOU HAVE A WORKING KNOWLEDGE OF THE 12 STEPS AND 12 TRADITIONS OF NA?
7. DO YOU HAVE EXPERIENCE AS AN NA SPONSOR?
8. DO YOU HAVE THE MEANS TO PROVIDE STATIONERY AND STAMPS FOR REGULAR CORRESPONDENCE?
9. DO YOU HAVE THE WILLINGNESS AND AVAILABILITY TO REPLY TO ANY LETTER YOU RECEIVE WITHIN 2 WEEKS, AND TO NOTIFY THE SPONSOR COMMUNICATIONS COORDINATOR EACH TIME?
10. ARE YOU WILLING TO SIGN AND FOLLOW THE **SBTW CORRESPONDENCE ONLY AGREEMENT**?
11. ARE YOU WILLING TO ATTEND AT LEAST ONE **SBTW WORKSHOP** PER YEAR?

4. SPONSOR-SPONSEE REQUIREMENTS AND DUTIES

A. SPONSOR POSITION DESCRIPTION:

SPONSORS MAKE THIS WORKGROUP POSSIBLE. ONCE ASSIGNED A SPONSEE BEHIND THE WALLS, THE SPONSOR GUIDES THE SPONSEE THROUGH THE 12 STEPS OF NARCOTICS ANONYMOUS VIA MAIL, NEVER IN PERSON, RESPONDING WITHIN 2 WEEKS OF RECEIVING A SPONSEE'S LETTER. SPONSOR IS ALSO RESPONSIBLE FOR MAINTAINING COMMUNICATION, ACCOUNTABILITY, TRAINING, AND LOGGING RESPONSE DATES TO SBTW WORKGROUP. AN NA MEMBER DOES NOT NEED TO BE LIVING WITHIN A REGION OF THE PSZF IN ORDER TO BECOME A SPONSOR THROUGH THIS WORKGROUP. IDEALLY, A SPONSOR WILL ONLY HAVE ONE SPONSEE THROUGH THIS SBTW WORKGROUP, BUT IF THE NEED ARISES AND THE SPONSOR IS ABLE AND WILLING, UP TO 3 SBTW SPONSEES MAY BE ASSIGNED TO A SPONSOR.

1. REQUIREMENTS:

- A. THREE (3) YEARS CLEAN TIME
- B. HAVE WORKED THROUGH THE 12 STEPS OF NARCOTICS ANONYMOUS
- C. IS CURRENTLY WORKING WITH AN NA SPONSOR AND HAS ABILITY TO CARRY CLEAR NA MESSAGE
- D. PREVIOUS/CURRENT EXPERIENCE BEING A SPONSOR OUTSIDE THE WALLS
- E. ABILITY TO PAY FOR OWN POSTAGE.

2. DUTIES:

- A. MUST GO THROUGH SBTW ORIENTATION BEFORE BEGINNING SPONSORSHIP VOLUNTEERING, AND ONCE ANNUALLY AFTER THAT
- B. REPLY TO ANY LETTER WITHIN TWO WEEKS OR LESS FROM THE DATE THE SPONSOR RECEIVES THE LETTER
- C. CONFIRM VIA EMAIL TO THE SPONSOR COMMUNICATIONS COORDINATOR EACH TIME A LETTER HAS BEEN REPLIED TO SCC@PSZFNA.ORG
- D. REPORT WHEN/IF THEY ARE NO LONGER AVAILABLE TO BE A SPONSOR TO THEIR ASSIGNED SPONSEE(S)
- E. MUST ABIDE BY THE GUIDELINES OF THE SBTW SUBCOMMITTEE AND THE RULES OF THE INSTITUTIONS
- F. DON'T SEND SPONSEE ANY BOOKS, TAPES, AND ITEMS OF THIS NATURE. NA BOOK LITERATURE MAY BE SENT TO THE SPONSEE BY A DISTRIBUTOR ONLY. THE SPONSEE MAY REQUEST A FREE BASIC TEXT FROM THE P3 COMMITTEE (CONTACT INFORMATION WILL BE SENT TO SPONSEE IN 2ND RESPONSE LETTER FROM SPONSOR COMMUNICATIONS COORDINATOR). OTHER NA LITERATURE (EX: STEP WORKING GUIDES OR IT WORKS: HOW AND WHY) MAY BE ORDERED AND SENT DIRECTLY FROM A DISTRIBUTOR (THIS INCLUDES AN NA REGIONAL SERVICE OFFICE OR NA WORLD SERVICES) LITERATURE CANNOT BE MAILED FROM AN INDIVIDUAL'S HOME. SPONSORS WILL FIRST CONTACT THE SPONSOR COMMUNICATIONS COORDINATOR FOR ALL OPTIONS AND ANY FACILITY RESTRICTIONS SPECIFIC TO THEIR SPONSEE'S LOCATION.
- G. IF THE SPONSOR HAS QUESTIONS ABOUT ANY OF THE PROCESSES, THEIR MAIN POINTS OF CONTACT ARE THE SPONSOR COMMUNICATIONS COORDINATOR AND THEIR REGION'S SBTW REGIONAL LIAISON.

3. SPONSORSHIP BEHIND THE WALLS DOS AND DON'TS:

- A. IN KEEPING WITH TRADITION TWELVE, WE RESPECT THE ANONYMITY OF OUR CORRESPONDENTS. ALL CORRESPONDENCE FROM SPONSEES WILL BE SENT TO THE SBTW MAILBOX. POSTAL COORDINATOR TO FORWARD MAIL TO OTHER MEMBERS WHO ARE PARTICIPATING IN THE SBTW PROGRAM.
- B. THERE SHOULD BE NO PERSONAL CONTACT IN PERSON OR BY PHONE (INCLUDING AFTER RELEASE) BETWEEN SPONSOR AND SPONSEE.
- C. NEVER GIVE OUT YOUR ADDRESS, PHONE NUMBER, HOME GROUP, AREA, REGION, ETC.
- D. FOR YOUR OWN ANONYMITY AND PROTECTION, YOU WILL BE REQUIRED TO USE YOUR FIRST NAME ONLY OR A PEN NAME IF YOU CHOOSE TO DO SO.
- E. WHEN WE ENGAGE IN THIS TYPE OF SERVICE, IT SHOULD ALWAYS BE MEN WRITING TO MEN AND WOMEN WRITING TO WOMEN. WE BELIEVE IT IS BEST THAT NO ROMANTIC INVOLVEMENTS DEVELOP.
- F. NEVER WRITE ANYTHING YOU DON'T WANT THE WORLD TO READ. ALL CORRESPONDENCE IS OPENED AND SUBJECT TO MONITORING BY THE INSTITUTION.
- G. YOU MUST WORK A NARCOTICS ANONYMOUS PROGRAM USING ONLY CURRENT FELLOWSHIP-APPROVED LITERATURE.
- H. NA MEMBERS WITH CORRECTIONAL FACILITY CLEARANCES MAY NOT CORRESPOND WITH INMATES IN THOSE FACILITIES.
- I. WE INTRODUCE OURSELVES BRIEFLY IN OUR OPENING LETTER SO THE ADDICT CAN GET TO KNOW AND IDENTIFY WITH US. WE ALWAYS STAY FOCUSED ON RECOVERY.
- J. REMEMBER, IT ONLY TAKES TWO ADDICTS TO HAVE A MEETING. WRITING IS NO DIFFERENT, SO LET THE INMATE KNOW THAT AS IN ALL FORMS OF SHARING, CORRESPONDING HELPS US AS MUCH AS IT HELPS HIM/ HER. LET THEM KNOW THEY ARE NEVER ALONE. WE SHARE OUR EXPERIENCE, STRENGTH, AND HOPE, AND BEING CLEAN IN RECOVERY. SINCE CHANGE HAPPENS AS A RESULT OF WORKING/APPLYING THE PRINCIPLES BEHIND THE TWELVE STEPS OF NA, WE ENCOURAGE YOU TO BE A GUIDE THROUGH THE STEP WRITING PROCESS.
- K. ENCOURAGE THE INMATE TO PARTICIPATE IN TWELVE STEP MEETINGS AVAILABLE TO THEM IN THEIR FACILITY.
- L. PRIOR TO THEIR RELEASE, WE STRONGLY SUGGEST REQUESTING AN AREA/ REGIONAL MEETING SCHEDULE BE SENT TO THEM FOR THE LOCATION THEY ARE BEING RELEASED IN. THE SBTW BOARD CAN ASSIST YOU IN FINDING THE APPROPRIATE SCHEDULE TO SEND. IT IS IMPORTANT FOR THE INMATE TO HAVE A "GAME PLAN" AND KNOWLEDGE OF MEETING LOCATIONS FOR THE FIRST DAY THEY ARE RELEASED.

B. SPONSEE:

PLAINS STATES ZONAL FORUM'S SPONSORSHIP BEHIND THE WALLS IS ONLY AVAILABLE AS A RESOURCE TO THOSE WHO ARE REQUESTING SPONSORSHIP WITHIN THE ZONE'S REGIONAL RANGE. IF WE ARE CONTACTED BY AN INTERESTED SPONSEE OUTSIDE OF OUR ZONAL REGIONS, WE WILL DO OUR BEST TO REFER THEM TO A REGION THAT MAY BE A RESOURCE FOR THEIR LOCATION.

1. REQUIREMENTS:

- A. POTENTIAL SPONSEE IS CURRENTLY INCARCERATED WITH ONE OR MORE YEARS REMAINING IN CUSTODY;
- B. SEEKING RECOVERY AND FREEDOM FROM ACTIVE ADDICTION THROUGH WORKING THE 12 STEPS OF NARCOTICS ANONYMOUS;
- C. WILLING TO ABIDE BY THE GUIDELINES OF THE SBTW SUBCOMMITTEE AND THE RULES OF THEIR INSTITUTION.

2. DUTIES/RESPONSIBILITIES:

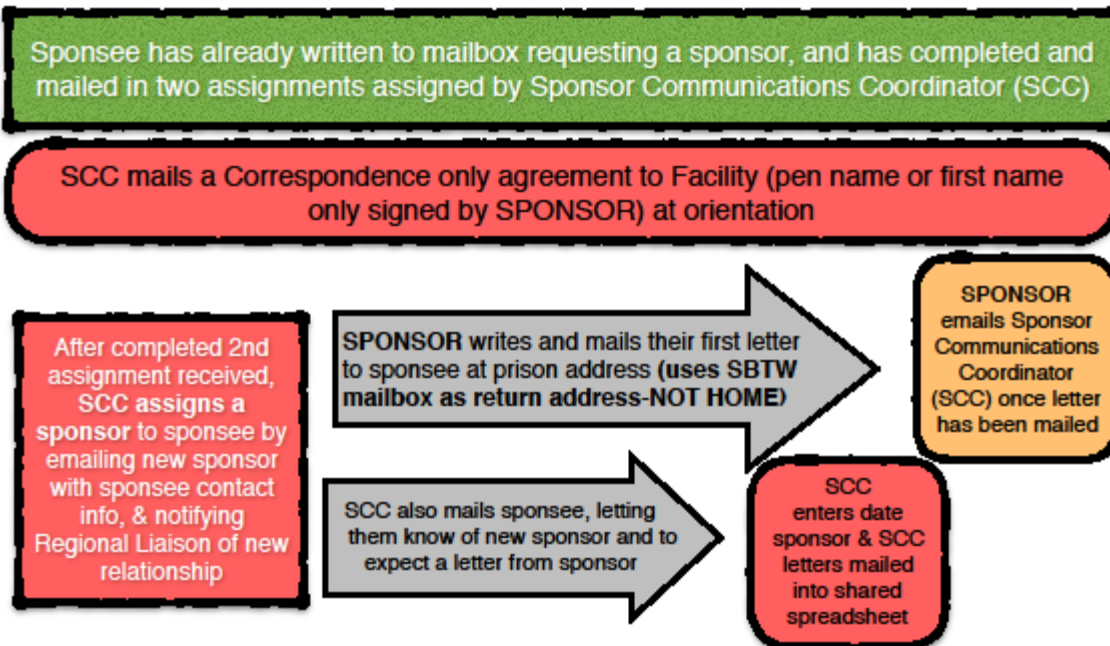
- A. COMMUNICATION VIA MAIL WITH SPONSOR TO WORK THE 12 STEPS OF NARCOTICS ANONYMOUS;
- B. SPONSEE UNDERSTANDS NO PERSONAL CONTACT WITH SPONSOR IS ALLOWED DURING INCARCERATION OR AFTER THE SPONSEE HAS BEEN RELEASED;
- C. SPONSEE UNDERSTANDS THAT THE ONLY CORRESPONDENCE WILL BE THROUGH THE SBTW MAILBOX, WITH NO LAST NAMES, PERSONAL ADDRESSES, PHONE NUMBERS, OR ANY OTHER PERSONAL DETAILS PROVIDED FROM SPONSOR;
- D. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, PHOTOS, DRAWINGS, TAPES, NON-NA APPROVED LITERATURE, CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN SPONSOR AND SPONSEE;
- E. NEVER WRITE ANYTHING YOU DON'T WANT THE WORLD TO READ. ALL CORRESPONDENCE IS OPENED AND SUBJECT TO MONITORING BY THE INSTITUTION;
- F. SPONSEE UNDERSTANDS THAT CIRCUMSTANCES MAY ARISE THAT MAY REQUIRE THE SPONSEE TO BE REASSIGNED TO A DIFFERENT SPONSOR, IN WHICH CASE THE SPONSEE WILL BE NOTIFIED FROM THE PLAINS STATES ZONAL SPONSORSHIP BEHIND THE WALLS COORDINATOR. REMOVAL FROM PROGRAM AS A SPONSEE:
- G. REQUESTING SPONSOR TO PROVIDE PERSONAL INFORMATION OR RELAY MESSAGES, PACKAGES OR LETTERS TO ANYONE;
- H. REQUESTING SPONSOR TO ARRANGE ANY MEETINGS WITH SPONSEE UPON THEIR RELEASE FROM CUSTODY;
- I. SPONSEE RELEASED FROM CUSTODY.

TO SEE ENTIRE WORKGROUP GUIDELINES, PLEASE VISIT WEBSITE: **WWW.PSZFNA.ORG** AND GO TO THE "BEHIND THE WALLS" SECTION

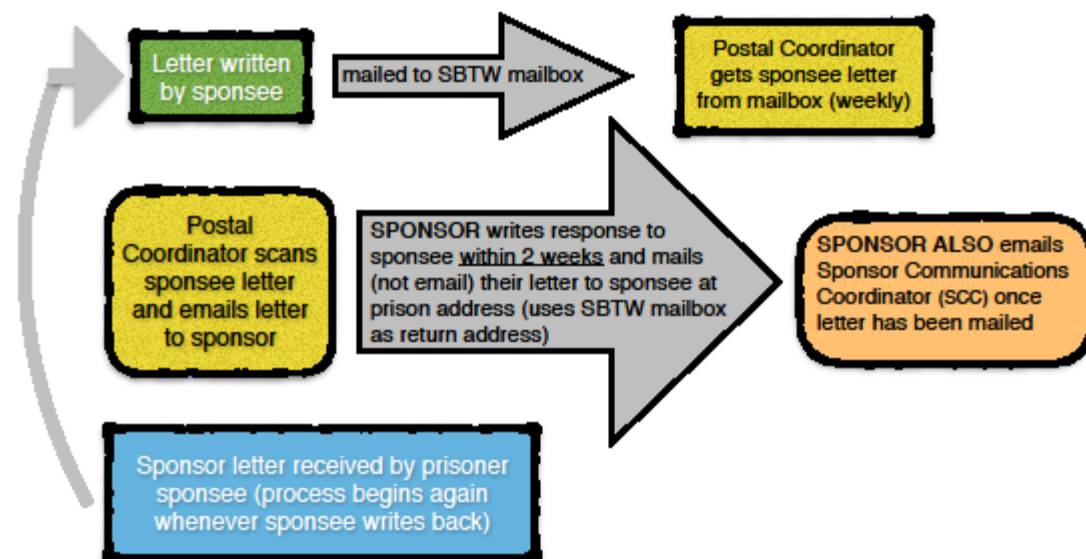
5. SPONSOR/SPONSEE LETTER WRITING FLOW CHART

Sponsor-Sponsee Letter Writing

INITIAL LETTER PROCESS:



Ongoing Sponsor-Sponsee Letter Writing Process:



Process For Sponsees Acquiring NA Literature

How can a sponsee get the Basic Text if we can't send in books??

During the initial set of letters, the Sponsor Communications Coordinator (SCC) will send the incarcerated sponsee the address to Project Primary Purpose (P3). They can write P3 to request and receive a free Basic Text.

What Is Project Primary Purpose (P3)?

It is an Area Subcommittee out of Omaha, Nebraska that supplies 6th edition Basic Text softcover books to addicts in prisons within the Plains States Zonal Forum at no charge to them. They are mailed directly from the Wisconsin Regional Service Office to the addict.

What about other NA books?

If the sponsor wants to use the *Step Working Guides* or the *It Works: How and Why* with their sponsee to work the 12 steps, there are several ways to initiate a book getting sent to the sponsee. **IN ALL CASES, THE BOOK MUST COME FROM A DISTRIBUTOR AND SENT DIRECTLY TO THE SPONSEE.**

WHO IS CONSIDERED A BOOK DISTRIBUTOR? Either a Regional Service Office (RSO) or NA World Services (NAWS). PSZF Sponsorship Behind the Walls mailbox IS NOT.

Sponsor Contacts SCC 1st to see how the book package needs to be addressed for that particular prison (Inmate/DOC #, etc)

There are 3 sources the book money can come from

1st method: The sponsor pays for and orders NA book through distributor

2nd method: If sponsor unable to pay, sponsor contacts SCC and SBTW workgroup pays and orders NA book

3rd method: if SBTW unable to fund, NAWS will send 1 book at no charge to the sponsee. See SCC for process

PLAINS STATE ZONAL FORUM (PSZF)

SPONSORSHIP BEHIND THE WALLS

SPONSOR QUESTIONNAIRE

PURPOSE

THE PRIMARY PURPOSE OF THIS WORKGROUP IS TO CARRY THE MESSAGE OF RECOVERY TO THE ADDICT WHO STILL SUFFERS BEHIND THE WALLS AND ALLOW THEM TO EXPERIENCE THE MIRACLE OF RECOVERY AND A NEW WAY TO LIVE THROUGH THE 12 STEPS OF NA, DESPITE THEIR LIMITED ACCESS TO NARCOTICS ANONYMOUS AND SPONSORSHIP WHILE INCARCERATED. TO EFFICIENTLY UTILIZE LIMITED HUMAN RESOURCES WITHIN REGION MEMBERS AND PROVIDE A WIDER RANGE OF SERVICE OPPORTUNITIES TO MEMBERS OF PSZF REGIONS.

Dear Prospective Sponsor:

Thank you for your interest in the Sponsorship Behind the Walls (SBTW) program of Narcotics Anonymous (NA). We are very excited about carrying the message of recovery, through sponsorship behind the walls, and your willingness to participate. As you might imagine, we need to take great care to conduct ourselves in a spiritual manner as maintaining as much of our anonymity as possible. The committee will receive requests from addicts behind the walls and match them up with a sponsor as soon as possible. We need to know a little bit about you to make the best possible match. Please answer the following questions as completely as you can.

SBTW Questionnaire Sample

(Don't fill out form in this packet...there is a separate form to fill out)

Your gender:

1. Please print your name and address, with a phone number, and an email address you check regularly.
2. What pen name would you like to be known by?
3. How is your recovery based in Narcotics Anonymous?
4. Have you completed all 12 steps of Narcotics Anonymous with a sponsor?

5. How do you work all of the steps with an NA sponsor?
6. Do you attend NA meetings regularly?
7. Do you currently have at least three continuous years clean time? What is your clean date?
8. Do you have a clear working knowledge of the Twelve Steps and Twelve Traditions of NA? Please explain.
9. Do you have experience being an NA sponsor? Please describe.
10. Do you have all the means to provide stationary and stamps for regular correspondence?
11. Do you have the willingness and availability to reply to any letter you receive within two weeks?
12. If we assign you a sponsee and you have prior knowledge or relations with that person, do you agree to let us know and we'll reassign you a sponsee you don't know?
13. Have you spoken with your NA sponsor about becoming involved with this avenue of service?
14. Please list all H&I prison facilities you go into, if any:

Thanks for taking the time, and being honest enough to answer all of these questions. We will let you know if a prospect writes in that might be a match for you. Keep coming back in the mean time.

EXAMPLES OF LETTERS TO THE FACILITIES

PSZF Sponsorship Behind The Walls
5103 South Sheridan Road #410
Tulsa, OK 74145
sbtw@pszfna.org



Narcotics Anonymous
A Plains States Zonal Forum Project

Date:

Facility:

Attn: Counseling/Case Manager/Chemical Dependency Services/Chaplain/Warden/Programs

Dear Sir or Madame:

This letter is to introduce you to one of the services we feel might be of benefit to addicts in your facility - working the steps of Narcotics Anonymous through letter writing. This process is completed with a sponsor who is a Narcotics Anonymous member, who has completed all 12 Steps, and has volunteered to help addicts behind the walls.

The purpose of this service is to provide guidance through writing the steps of N.A. with any inmate desiring recovery. A sponsor is someone who will provide guidance to the inmate working the steps of Narcotics Anonymous through the mail and will be anonymous using pen names or first names only, until the inmate is released. Working the steps of N.A. is the process we have found for continuing growth in recovery and to help us learn the abilities needed to live life on life's terms without the use of drugs.

This committee operates on certain policies and guidelines and we are willing to also follow the guidelines of your facility. The sponsor is required to have three (3) years of continuous abstinence from drugs, has worked the 12 Steps of recovery in Narcotics Anonymous, and a willingness and availability to reply to letters received from the inmate within a two-week period or less.

Enclosed you will find a copy of the response letter the inmate will receive when their initial request is received by the committee while a sponsor is being contacted. Also enclosed is a copy of the Correspondence Only Agreement that the sponsors are required to sign, as well as a flyer with our address to post in your facility for the inmates to contact our committee to begin the process.

We certainly hope your facility is interested in helping us reach addicts seeking recovery and if you would like to know more about us, or need additional flyers, please feel free to contact our committee at the above address or email sbtw@pszfna.org.

Sincerely,

Sponsorship Behind the Walls Committee
Plains States Zonal Forum

Enclosure

EMAILS OF WORKGROUP MEMBERS YOU MAY NEED TO CONTACT:

Sponsor Communications Coordinator: SCC@pszfna.org
Regional Liaison-Best Little: BestLittleRL@pszfna.org
Regional Liaison-Iowa: IowaRL@pszfna.org
Regional Liaison-Mid-America: MidAmericaRL@pszfna.org
Regional Liaison-Nebraska: NebraskaRL@pszfna.org
Regional Liaison-OK: OKRL@pszfna.org
Regional Liaison-South Dakota: SouthDakotaRL@pszfna.org
General email for workgroup: sbtw@pszfna.org



Narcotics Anonymous
A Plains States Zonal Forum Project