

*EASTERN INLAND EMPIRE AREA
SPONSORSHIP BEHIND THE WALLS SUBCOMMITTEE*

I. Sponsorship Behind The Walls (SBTW) Subcommittee

General Purpose

Our primary purpose is to support the regional SBTW committee by providing 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 NA meetings.

Sponsorship is provided until release.

Our interactions will only be via mail.

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.

II. SBTW Subcommittee

Membership

The SBTW subcommittee will elect the Chairperson, Vice-Chairperson, Secretary, Filing/Receiving Clerk(s), Literature Coordinator, and Sponsors. The Chairperson is to be affirmed by the Eastern Inland Empire Area Service Committee (EIEASC). All SBTW Subcommittee 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. Any subcommittee member may be removed by a 2/3 majority vote of the subcommittee.

III. SBTW Subcommittee

Functions

1. All letters will be received via the SBTW P.O. Box
2. No personal last names, addresses, or phone numbers of the Sponsors, subcommittee members or anyone else will be given to the Sponsees
3. Sponsors will use an alias (first and last name) only, as decided by the Sponsor
4. A "Correspondence Only" agreement will be filed with the SBTW Subcommittee
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 3-month transition period while the Sponsee seeks a Sponsor on the outside
7. Will screen potential Sponsees and assign them to a Sponsor
8. Is a resource to assist other Areas and Area subcommittees in their SBTW efforts by providing information and guidance
9. Sponsors from the SBTW Subcommittee will have a Sponsee assigned by the regional SBTW Subcommittee only
10. The Sponsor must have had no prior knowledge of their assigned Sponsee. This means they should have never met the person they will be assigned to sponsor at any time during their life
11. All correspondence will be logged

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12. Only inmates with two (2) years or more to serve will be assigned a Sponsor
13. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting family members or friends will be made between the Sponsor and Sponsee
14. The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed
15. All rules and regulations of the facility will be followed
16. Only women will write women, and only men will write men
17. The SBTW Subcommittee will meet monthly
18. All members of the SBTW Subcommittee should attend our monthly meeting: Loss of clean time or non-fulfillment of duties may result in being removed from their commitment
19. The SBTW Subcommittee shall meet as needed to review guideline revisions, but at least every other year
20. The SBTW Subcommittee shall archive all contacts and procedures for use by future participants

**IV. SBTW Subcommittee
Voting/Elections**

- A. Voting members are SBTW Subcommittee members who have attended two (2) consecutive SBTW subcommittee meetings
- B. 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
- C. The Chairperson only has a vote in the case of a tie
- D. In the case of more than two (2) nominations for any office, a second run-off ballot shall be taken of the two (2) top names
- E. All positions are elected for a term of one (1) year and will be eligible for a second term of one (1) year
- F. Nominations and elections shall take place in November; December shall be a training month, with new officers taking on positions in January
- G. A quorum is based on the presence of 51% of the voting members' attendance

**V. SBTW Subcommittee
Qualifications and Responsibilities of Subcommittee Members**

A. Chairperson

1. Complete abstinence from all drugs three (3) years
2. Must have One (1) year experience in SBTW service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
3. Facilitates all SBTW Subcommittee meetings according to the agenda (attached)
4. Must attend each EIE-ASC meeting, prepare Area reports, and adhere to all EIE-ASC guidelines

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5. Submits an annual inventory of the subcommittee in December. This inventory will include active sponsors and removal of non-active sponsors, which may require follow up with their sponsees
6. Prepares a budget with the SBTW subcommittee to be submitted for the approval of the EIE-ASC for the upcoming year by December
7. Coordinates, and is responsible for, all work done by the SBTW Subcommittee
8. Ensures that EIE-SBTW guidelines, and NA Traditions and Concepts are being followed.
9. Coordinates the Sponsor screening process.
10. Maintains communications with all Sponsors and subcommittee members
11. Is available to answer questions and give presentations
12. Oversees that all correspondence is logged properly.
13. Must attend or delegate a representative to attend all Regional SBTW committee meetings and give an update on the EIE-SBTW subcommittee, and bring new sponsees to be assigned.
15. Holds one of the keys to the P.O. Box. Officially re-assigns keys using the subcommittee minutes with full names upon election of new positions
16. Obtains funds for rent and PO Box (January)
17. Works with the Area Treasurer to ensure that all invoices from WSO for literature are being paid in a timely manner
18. Willingness to remain on subcommittee as an advisor once the position is over

B. Vice-Chairperson

1. Complete abstinence from all drugs for two (2) years
2. Must have six (6) month_experience in SBTW Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
3. Works with the Chairperson to ensure the smooth operation of the SBTW Subcommittee
4. Performs the duties of the Chairperson when absent
5. Chairs all Ad-Hoc SBTW subcommittee meetings and biennial guidelines review

C. Secretary

1. Complete abstinence from all drugs for one (1) year.
2. Must have six (6) months experience in Area level and/or SBTW service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Clerical and computer skills are highly suggested.
4. Must keep an accurate set of minutes of all SBTW Subcommittee meetings; they should be ready and given to all Subcommittee members at the next scheduled meeting
5. Updates the Sponsor Report Grid monthly

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D. File/Receiving clerk(s)

1. Complete abstinence from all drugs for one (1) year
2. Must have six (6) month experience in Area level and/or SBTW service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Clerical skills are highly suggested
4. Receives, sorts, logs in, and distributes all mail to the appropriate individuals
5. Re-mails correspondence to sponsors as needed
6. Will maintain an accurate and up-to-date list of all SBTW sponsors, their addresses, and their Area
7. Holds the key to the P.O. Box and is responsible for gathering mail on the last business day before the SBTW subcommittee meeting to sort and have ready to distribute

E. Literature Coordinator

1. Complete abstinence from all drugs for one (1) year
2. Must have six (6) month experience in Area level and/or SBTW service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Must have computer access, valid email address, and printing capability
4. Orders literature from the World Service Office (WSO) and confirms orders with Sponsors
5. Gives invoices to Chairperson or subcommittee designee to bring to Area
6. Keeps an accurate log of literature orders processed
7. Is required to give a monthly oral report

F. Sponsor

1. Complete abstinence from all drugs for two (2) years
2. Must attend at least two (2) EIE-SBTW subcommittee, Ad Hoc, or Area meetings to become eligible
3. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Must utilize the *NA Step Working Guides*, the *Narcotics Anonymous Basic Text*, *It Works: How and Why*, and *Just For Today*
5. It is suggested to be off parole/probation
6. It is suggested to have had no convictions for at least one year
7. Should attend all the monthly SBTW subcommittee meetings
8. Must meet all of the requirements of the screening process. Completes an interview form if unable to be present to qualify (attached)
9. Must read and sign the *SBTW Subcommittee Correspondence Only Agreement*
10. Must have an NA Sponsor and carry a clear NA message

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11. Must always keep in mind that we are representing the SBTW Subcommittee and NA as a whole when interacting with Sponsees
12. A willingness and availability to reply to any letter within two weeks from the date the Sponsor receives the letter. Suggest to check with the inmate locator before sending your first letter
13. The Sponsor is responsible to report when he/she is no longer available to be a Sponsor to their assigned Sponsee(s)
14. Must abide by the guidelines of the SBTW Subcommittee and the rules of the institutions
15. Request necessary literature from the Literature Coordinator for Sponsee
16. Should provide updates about sponsees monthly
17. A sponsor becomes inactive if (s)he has not come to an EIE-SBTW meeting for six (6) months and/or has not received a letter from their sponsee for 6 months

G. Member

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

I. General Information

Address: SBTW Subcommittee, P.O. Box 56712, Riverside, CA 92517.

J. Guidelines, Amending

Any portion of these guidelines may be amended by a 2/3 majority vote of the EIE-ASC as stated in the EIE Area guidelines section X.

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AGENDA

1. Opening Prayer
2. Roll Call
3. Reading of the SBTW Purpose
4. Welcome of new SBTW members
5. Approval of minutes
6. Chairperson report
7. Vice-Chairperson report
8. Secretary/Alt. Secretary report
9. Literature Coordinator report
10. File/Receiving Clerk report
11. Approval of new Sponsors
12. Verbal Sponsor reports (challenges/innovations/requests)
13. Old Business:
 - A)
 - B)
 - C)
14. New Business:
 - A)
 - B)
 - C)

Actions to be taken at Area

Actions to be taken at Region

Announcements

Adjournment

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EIE-SBTW Sponsor Interview

Questions (please circle) – **if your answer is “No,” please explain below:**

1. Have you been clean for a minimum of two (2) years? YES NO
2. Do you have an NA Sponsor and carry a clear NA message? YES NO
3. Do you have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous? YES NO
4. Are you willing to utilize the *NA Step Working Guides* as the primary means to work the 12 Steps? YES NO
5. Do you agree to abide by the guidelines of the SBTW subcommittee? YES NO
6. Are you willing to follow a group conscience you disagree with? YES NO
7. Are you willing to attend/report to the SBTW subcommittee meeting by attending the monthly meeting, checking in at the Area meeting or other ABTW event/meeting, or by sending a report (e.g. text, email)? YES NO
8. Are you willing to reply to any letter within two weeks of the date you receive a letter from your sponsee? YES NO
9. Do you agree to report to the committee if you are no longer available to be an SBTW sponsor and to pass on any contact information for sponsees who are still active?
YES NO
10. Do you agree to refrain from using abusive/profane language and to refrain from providing personal telephone numbers, addresses, photos, and any other information that could be construed as to incriminate, implicate, or jeopardize the safety and the security of their facility, its staff, this subcommittee, or anyone else? YES NO
11. Do you agree not to visit or send anything to your sponsee other than NA-approved literature and letters (e.g. money, food/care packages, no envelopes, stamps, writing paper, writing implements, books, tapes, etc.)? YES NO
12. Do you agree not to engage in any activities with the sponsee other than step work by mail (i.e. pen pal, letters to the parole board, contacting people for the sponsee, providing information about outside enterprises)? YES NO