

*EASTERN INLAND EMPIRE AREA  
SPONSORSHIP BEHIND THE WALLS SUBCOMMITTEE  
GUIDELINES*

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

Our primary purpose is to support the regional SBTW committee by, through the mail, 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 shall consist of administrative officers: Chairperson; Vice-Chairperson; Secretary; Alt. Secretary; Filing Clerk/ Receiving Clerk(s); Literature Coordinator; Sponsors; as well as any Members. The Chairperson is to be affirmed by the Eastern Inland Empire Area Service Committee (EIEASC). The SBTW Subcommittee will elect the Chairperson, Vice-Chairperson, Secretary, Alt. Secretary, Filing/ Receiving Clerk(s), Literature Coordinator, and Sponsors. 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.

**III. SBTW Subcommittee  
Functions**

**A.**

1. All letters will be received via the SBTW P.O. Box.
2. No personal last names, addresses, or phone numbers of the Sponsors, committee members or anyone else will be given to the Sponsees.
3. Sponsors will use an alias 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 2 month transition period while the Sponsees 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 subcommittees in their SBTW efforts by providing Information and guidance.

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**B.**

1. Sponsors from the SBTW Subcommittee will have a Sponsee assigned by the SBTW Subcommittee.
  2. 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.
- C.** After the Chairperson or the Subcommittee reads the first letter, all correspondence between the Sponsor and Sponsee is confidential.
- D.** All correspondence will be logged.
- E.** Only inmates with one year or more to serve will be assigned a Sponsor.
- F.** 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.
- G.** The Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts For NA Service will be followed.
- H.** All rules and regulations of the facility will be followed.
- I.** Only women will write women, and only men will write men.
- J.** The SBTW Subcommittee will meet monthly.
- K.** All members of the SBTW Subcommittee are required to attend our monthly meeting: Loss of clean time, non-fulfillment of duties or missing two consecutive meetings without prior notification to the Chairperson, Vice-Chairperson, may result in being removed from their commitment.
- L.** The SBTW Subcommittee shall meet as needed to review guideline revisions.
- M.** The SBTW Subcommittee shall archive all contacts and procedures for use by future participants.

**IV. SBTW Subcommittee  
Voting/Elections**

- A.** Voting members of the SBTW Subcommittee shall be the Vice-Chairperson, Secretary, Alt. Secretary, Filing/ Receiving Clerk(s), Literature Coordinator, Sponsor, and voting Member.
- B.** Voting members are SBTW Subcommittee members who have attended two (2) consecutive SBTW subcommittee meetings.
- C.** 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.
- D.** The Chairperson only has a vote in the case of a tie.
- E.** 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.
- F.** All officers are elected for a term of one (1) year, and will be eligible for a

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second term of one (1) year, followed by two (2) years of ineligibility for that position.

- G. Nominations and elections shall take place in November; December shall be a training month, with new officers taking on positions in January.

**V. SBTW Subcommittee**  
**Qualifications and Responsibilities of Officers, Sponsors, and Members**

**A. Chairperson**

1. Is elected by the SBTW Subcommittee and must be affirmed by the EIEASC.
2. Complete abstinence from all drugs for four (4) years.
3. Must have One (1) year experience in Area SBTW service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts For NA Service.
4. Mediates all SBTW Subcommittee meetings with the general understanding of Parliamentary Procedure utilizing *Roberts Rules of Order*.
5. Must attend each EIEASC meeting, prepare reports, and adhere to all EIEASC guidelines.
6. Prepares a budget with the SBTW subcommittee to be submitted for the approval of the EIEASC for their upcoming year.
7. Coordinates, and is responsible for all work done by the SBTW Subcommittee.
8. Ensures that SBTW guidelines, and NA Traditions and Concepts are being followed.
9. Coordinates the Sponsor screening process.
10. Performs initial correspondence procedures.
11. Maintains communications with all Sponsors and Officers.
12. Is available to answer questions, and give presentations.
13. Re-mails correspondence to sponsors as needed.
14. Oversees that all correspondence is logged properly.
15. Must attend all Regional SBTW committee meetings; and bring all mail received to be assigned.
16. May be removed by a 2/3 majority vote of the SBTW subcommittee.
17. Holds one of the keys to the P.O Box

**B. Vice-Chairperson**

1. Is elected by the SBTW Subcommittee.
2. Complete abstinence from all drugs for three (3) years.

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3. Must have one (1) year experience in Area SBTW Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts For NA Service.
4. Works with the Chairperson to ensure the smooth operation of the SBTW Subcommittee, using a general understanding of Parliamentary Procedure utilizing Robert's Rules of Order.
5. Performs the duties of the Chairperson when absent.
6. Oversees the logging of all incoming Sponsee correspondence.
7. If necessary, may be removed by a 2/3 majority vote of the SBTW subcommittee.

**C. Secretary**

1. Is elected by the SBTW Subcommittee.
2. Complete abstinence from all drugs for one (1) year.
3. Must have six (6) months experience in Area level Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Clerical skills are highly suggested.
5. 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.
6. Will maintain an accurate and up-to-date list of all SBTW sponsors, their addresses, and their Area.
7. If necessary, may be removed by a 2/3 majority vote of the SBTW subcommittee.

**D. Alt. Secretary**

1. Is elected by the SBTW Subcommittee.
2. Complete abstinence from all drugs for six (6) months.
3. Must have six (6) months experience in Area level Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Clerical skills are highly suggested.
5. Performs the duties of the Secretary when absent.
6. If necessary, may be removed by a 2/3 majority vote of the SBTW subcommittee.

**E. File/Receiving clerk(s)**

1. Is elected by the SBTW Subcommittee.
2. Complete abstinence from all drugs for one (1) year.

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3. Must have six (6) months experience in Area level Service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Clerical skills are highly suggested.
5. Performs Sponsor Report procedures and filing.
6. Receives, sorts, logs in, and distributes all mail to the appropriate individuals.
7. Holds the key to the P.O Box and is responsible for gathering mail on the last business day before the SBTW committee meeting to sort and have ready to distribute.
8. May be removed by a 2/3 majority vote of the SBTW committee.

**F. Literature Coordinator**

1. Is elected by the SBTW Subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Must have one (1) year experience in Area level service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts For NA Service.
4. Must have computer access, valid email address, and printing capability.
5. Orders literature from the World Service Office (WSO) and confirms orders with Sponsors.
6. Keeps an accurate log of literature orders processed.
7. Is required to give a monthly oral report.
8. Works with the Area treasurer to assure that all bills from world for literature are being paid in a timely manner.
9. May be removed by 2/3 majority vote of the SBTW Committee.

**G. Sponsor**

1. Complete abstinence from all drugs for three (3) 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 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. Should attend all the monthly SBTW subcommittee meetings.
7. Must meet all of the requirements of the screening process.

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8. Must read and sign the *SBTW Subcommittee Correspondence Only Agreement*.
9. Must have an NA Sponsor and carry a clear NA message.
10. Must always keep in mind that we are representing the SBTW Subcommittee 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 their assigned Sponsee(s).
13. Must abide by the guidelines of the SBTW Subcommittee and the rules of the institutions.
14. Request necessary literature from the Literature Coordinator via email for Sponsee.
15. Must fill out all required monthly logging and *Sponsor Reports*.
16. If necessary, may be removed by a 2/3 majority vote of the SBTW subcommittee.

**H. Member**

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

**I. Guidelines, Amending**

Any portion of these guidelines may be amended by a 2/3 majority vote of the EIEASC as stated in the EIEA guidelines section X.