



California Mid-State Region
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ADDENDUM "E"
CALIFORNIA MID-STATE REGIONAL SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS

Behind the Walls Sponsorship Program

Purpose of the Behind the Walls Sponsorship Program

The purpose of the California Mid-State Regional Service Committee of Narcotics Anonymous Behind the Walls Sponsorship Program is to ensure that any addict seeking recovery through a working knowledge of the *Twelve Steps of Narcotics Anonymous* has the opportunity to work the steps even in an institution. The Behind the Walls Sponsorship Program provides a sponsor to guide a sponsee by mail through the *Twelve Steps of Narcotics Anonymous* while the sponsee is incarcerated in an institution and is unable to meet potential sponsors at local NA recovery meetings.

Requirements and Duties of the Behind the Walls Sponsorship Program Coordinator

1. Is the sole administrator of the Behind the Walls Program.
2. Has the personal time and abilities to perform their duties.
3. Willingness to serve in the position.
4. Two (2) years clean time.
5. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
6. Maintenance of clean time throughout term of office or participation.
7. Regular attendance at Narcotics Anonymous recovery meetings.
8. Resources necessary to perform the duties as assigned.
9. Provides a monthly written report to the CMSRSC, and attends "Region on the Road" meetings of the CMSRSC in conjunction with offering local Behind the Walls orientation meetings.

Coordinator appointment

1. Coordinator will be appointed by the CMSRSC Chairman subject to initial confirmation and annual confirmation by a simple majority of the RCMs.
2. The Coordinator may be removed by the CMSRSC Chairman with approval of a two-thirds majority of the RCMs.

44 **Behind the Walls Sponsorship Program Orientation**

- 45 1. The Coordinator shall facilitate orientations at “Region on the Road” meetings.
46 2. The Coordinator shall maintain a Behind the Walls Sponsorship Program Resource & Information
47 Packet and utilize it for orientations.

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49 **Specific Details – How the Process Works**

- 50 1. All letters will be sent via the Behind the Walls Sponsorship Program P. O. Box, with no personal last
51 names, addresses, or phone numbers of the sponsors, committee members, or anyone else given to the
52 Sponsee. Sponsors will use first names only, as decided by the sponsor. “Correspondence Only”
53 agreements (on reverse) with these signatures will be filed with Behind the Walls Sponsorship Program.
54 2. Sponsors from the Behind the Walls Sponsorship Program will have an individual addict assigned in
55 the order that the sponsors have qualified and that addicts of the same sex become available. The new
56 sponsors will be notified once they have been approved for the sponsorship program. The sponsor must
57 have had no prior knowledge of their assigned Sponsee. They should never have met the person they
58 will be assigned for sponsorship at any time during their lives.
59 3. The Coordinator will log all incoming and outgoing letters by date, with name and facility of the
60 inmate, sponsor, and phone number so we may make inquiries of the status between the sponsor and
61 Sponsee.
62 4. Only inmates with incarceration time lines of one year or more will be assigned a sponsor.
63 5. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books,
64 drawings, tapes, contacting family members or friends will be made between the sponsor and sponsee.
65 6. The Twelve Traditions of Narcotics Anonymous will be strictly upheld.
66 7. All rules and regulations of the facility will be strictly upheld.
67 8. Only women will write women, and only men will write men.
68 9. Any Sponsee may write the Behind the Walls Sponsorship Program directly with any recovery related
69 questions or concerns at any time.
70 10. In order to maintain Active Status, All volunteer sponsors are required to attend an annual
71 orientation, offered quarterly at the Region on the Road CMSRSC meetings. Specific Details – Only
72 Approved Mailing Address CMSR BTW Program PO Box 931 Manteca, CA 95336

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74 **Requirements for a Volunteer Sponsor**

75 **The Volunteer Sponsor shall:**

- 76 1. Communicate with Sponsee in writing only, responding to their letters within two (2) weeks.
77 2. Utilize the CMSR BTW Sponsorship Program Mailing Address ONLY, as provided above.
78 3. Respect the confidentiality of the Sponsee.
79 4. Refrain from using abusive or profane language in all correspondence.
80 5. Maintain focus on recovery through working the 12 Steps of Narcotics Anonymous.
81 6. Refrain from providing Sponsee with personal details; phone number, address, email address.
82 7. Refrain from face-to-face meetings, visiting Sponsee or arranging any meetings upon release.
83 8. Refrain from supplying Sponsee materials; such as envelopes, stamps, pre-stamped envelopes,
84 writing paper, writing implements, books, tapes or any other items.
85 9. Refrain from contacting anyone or relaying messages to anyone the Sponsee might request.
86 10. Refrain from compromising the 12 Traditions of Narcotics Anonymous or any facility guidelines.
87 11. Refrain from commenting on any matter that might jeopardize the safety and security of the
88 facility, staff, facility residents, outside members or anyone else. We have NO Opinion on outside
89 issues.

90 12. Affirm that the sponsor has not been a victim of, or an accomplice of, a crime with any potential
91 Sponsee. The sponsor understands that failure to adhere to any of the above agreements will result in
92 disqualification as a sponsor from the CMSR Behind the Walls Sponsorship Program and may
93 jeopardize our continued service at any facility. The sponsor understands that every letter sent into a
94 facility will be opened, checked for contraband and read by institution staff. The only purpose is to
95 help a fellow addict find recovery through working the 12 Steps of Narcotics Anonymous.

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97 **Specific Details – Outside NA Sponsor:**

- 98 1. The sponsor must have at least two (2) years' continuous clean time. Our program is one of complete
99 abstinence.
- 100 2. All interactions will only be via mail, never in person.
- 101 3. Personal anonymity will be maintained at all times. Last names and personal details will never be
102 provided to incarcerated addict/Sponsee.
- 103 4. Sponsorship through the mail, (i.e., working the 12 Steps of Narcotics Anonymous), is provided until
104 Sponsee release. NO Personal Contact is allowed after release. Face-to-face meetings will not be
105 allowed, either inside or outside the institution.
- 106 5. Personal information, letters, packages or messages will never be relayed from Sponsee to any outside
107 person.
- 108 6. Sponsor is allowed to forward a recovery meeting schedule from the parole location to Sponsee prior
109 to release. No Personal Contact will be scheduled after release.
- 110 7. The Twelve Steps of Narcotics Anonymous and the Twelve Concepts for NA Service will be
111 followed at all times.
- 112 8. All correspondence shall adhere to the facility guidelines and requirements, while keeping within the
113 boundaries of these Guidelines, The Twelve Steps of Narcotics Anonymous and the Twelve Concepts
114 for NA Service.

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116 **Specific Details – Removal from Program as a Sponsor**

- 117 1. Loss of abstinence.
- 118 2. Non-fulfillment of duties (i.e., not returning Sponsee letters within the two (2) week timeframe).
- 119 3. Providing personal information or relaying messages, packages or letters to anyone.
- 120 4. Arranging any meetings with Sponsee upon their release from custody.
- 121 5. Missing the annual orientation.

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123 **Specific Details – Incarcerated Sponsee:**

- 124 1. Potential Sponsee currently incarcerated for one (1) year or more in a correctional facility seeking
125 recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous are
126 qualified for this Behind the Walls Sponsorship Program.
- 127 2. Sponsee has a willingness to work the 12 Steps of Narcotics Anonymous to effect a change in their
128 life upon release.
- 129 3. Sponsee understands no personal contact is allowed after release.
- 130 4. Sponsee understands that the only correspondence will be through the PO Box, with no last names,
131 personal addresses, phone numbers, or any other personal details provided.

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133 **Specific Details – Removal from Program as a Sponsee**

- 134 1. Requesting Sponsor to provide personal information or relay messages, packages or letters to anyone.
- 135 2. Requesting sponsor to arrange any meetings with Sponsee upon their release from custody.

136 3. Upon Sponsees release from custody.
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138 Adopted: October 15, 2016
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