



Plains States Zonal Forum (PSZF)

Sponsorship Behind The Walls (SBTW) Workgroup Guidelines:

PURPOSE:

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.

WORKGROUP PARTICIPANTS:

SBTW workgroup administrative officers (elected workgroup members) shall consist of a Facilitator, Co-Facilitator, Secretary, Sponsor Communications Coordinator, Postal Coordinator, Postal Co-Coordinator, and Regional Liaisons. In addition, there will be sponsors and workgroup members at large.

Attendance:

Regular attendance is essential to the effective functioning of the workgroup. Virtual attendance is required by all administrative officers at each regularly scheduled SBTW workgroup meeting. If, for extraordinary reasons, an officer is unable to attend a meeting, a written report may be submitted to the Facilitator prior to the meeting. If an administrative officer misses two consecutive meetings the workgroup may vote to replace or retain the administrative committee member/coordinator.

SBTW WORKGROUP POSITIONS:

All workgroup elected positions:

- Willing and able to meet virtually, and communicate to facilitator if unable to attend a workgroup meeting;
- Have working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous through application;
- Access to internet communications – i.e., e-mail, video conferencing;
- Elected by Sponsorship Behind The Walls PSZF workgroup (except Facilitator elected by PSZF);
- Serve two (2) year term;
- May be removed by consensus of the workgroup.

Facilitator

Position Description: Is the point of accountability for the Sponsorship Behind The Walls zonal workgroup, and as such, facilitates workgroup meetings and coordinates all positions within workgroup, and is the communication link to PSZF, institutions within our zone, as well as NAWS. Responsible for preparing reports and budgets, and is able to attend zone in person at least once a year, and via phone/internet at other zonal meeting times. Mentors co-facilitator.

Recommended requirements:

1. Five (5) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience in an elected position within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills;
6. This position is elected by the zonal body.

Duties:

- Facilitate all SBTW workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
- Coordinate and responsible for all work done by the workgroup;
- Maintain communication with all workgroup member positions;
- Oversee all correspondence is correctly logged;
- Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
- If using shared web services, reserve workgroup meeting time on online zonal calendar
- Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
- Keep accurate record of funds received and spent by SBTW workgroup;
- Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
- Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
- Attend PSZF business meeting annually;
- Available via phone or internet at all PSZF meeting times if not in attendance in person;
- Hold a SBTW mailbox master key (3rd keyholder);
- Maintain communications with NAWS;
- Maintain Sponsorship Behind The Walls email address (sbtw@pszfna.org) and is responsible (along with Co-Facilitator) for communications to/from email;
- Act as a public relation liaison between institutions located within our zone for SBTW workgroup;
- Mentor/train the Co-Facilitator in all duties.

Co-Facilitator

Position Description: The Co-Facilitator provides support to and acts in the absence of the Facilitator and is in training to assume the position of the Facilitator. Works in close contact with Sponsor Communication Coordinator, Postal Coordinator, Regional Liaisons, and zonal web servant as necessary to fulfill responsibilities and provide orientations.

Recommended requirements:

1. Three (3) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

Duties:

- Work with Facilitator to ensure smooth operation of workgroup;
- Advise and coordinate with zonal web servant with any workgroup updates to website;
- Maintain Sponsorship Behind The Walls email address (sbtw@pszfna.org) and is responsible (along with Facilitator) for communications to/from email;
- Fill in for any other trusted servant's workgroup position as necessary;
- With the Sponsor Communications Coordinator, provide orientation to Regional Liaisons;
- In coordination with Facilitator, perform tasks delegated/shared by Facilitator, or in case of Facilitator absence:
 - Facilitate all workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
 - Coordinate and responsible for all work done by the workgroup;
 - Maintain communication with all workgroup member positions;
 - Oversee all correspondence is correctly logged;
 - Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
 - If using shared web services, reserve workgroup meeting time on online zonal calendar
 - Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
 - Keep accurate record of funds received and spent by SBTW workgroup;
 - Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
 - Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
 - Attend PSZF business meeting annually;

- Available via phone or internet at all PSZF meeting times if not in attendance in person;
 - Maintain communications with NAWS;
 - Act as a public relation liaison between institutions located within our zone for SBTW workgroup
- In the event the Facilitator position becomes vacant, serve as Facilitator until elected by PSZF body or a new Facilitator is elected.

Secretary

Position Description: Records and distributes minutes from all SBTW workgroup meetings

Recommended requirements:

1. Two (2) years clean time;
2. One (1) year NA service experience at area and/or regional level(s);
3. Clerical skills.

Duties:

- Attend and keep minutes for all SBTW workgroup meetings;
- Send minutes within fourteen (14) days or less, as needed, to all workgroup members;
- Keep records organized and pass on to the next member that holds this position.

Sponsor Communications Coordinator

Position Description: The Sponsor Communications Coordinator is responsible for maintaining the list of sponsor contact information and assigned sponsee information. Responsible for logging outgoing sponsor communications and also for monitoring the timing of sponsor/ sponsee communication to ensure accountability. [With the Co-Facilitator,] provides orientation to Regional Liaisons. Initial sponsee point of contact. Communicates with multiple facilities as necessary and outlined below.

Recommended requirements:

1. Four (4) years clean time;
2. Previous Sponsorship Behind the Walls workgroup experience;
3. Previous Public Relations experience;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

Duties:

- Maintain database of sponsor-sponsee assignments, including contact information;
- Maintain database of facility contact information and communications with facility;
- Maintain a sponsor-sponsee communication log (shared with Postal Coordinator) and is responsible for inputting all data on *outgoing* sponsor response letters by date, with name and facility of sponsee, as well as sponsor's contact information, and logging any other *outgoing* workgroup communications with facilities, etc.;

- Provide introductory, follow-up, and sponsee assignment communications to facility, including providing info (if approved by prison) for prisoners to request the *Reaching Out* subscription;
- Assign sponsor-sponsee relationships;
- With the Co-Facilitator, provide orientation to Regional Liaisons;
- Provide a Correspondence Only Agreement to facility contact upon new sponsee assignments;
- Contact Regional Liaisons if, within two weeks, notice of return correspondence to sponsee has not been received.
- Notify Co-Facilitator and Regional Liaison if sponsor is failing to promptly communicate with sponsee.
- Maintain regular communication with SBTW Co-Facilitator and Postal Coordinator;
- May provide orientation to Sponsor volunteers if Regional Liaison is unavailable;
- Attend all SBTW workgroup meetings.

Postal Coordinator

Position Description: The Postal Coordinator holds one of the SBTW mailbox keys and is responsible for collecting the mail from the SBTW mailbox, mailing/scanning correspondence to assigned sponsor, logging incoming communications. The Postal Coordinator is responsible for mentoring the Postal Co-Coordinator.

Recommended requirements:

1. Three (3) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

Duties:

- Collect mail from the SBTW mailbox on at least a weekly basis;
- Scan & email (mail, if necessary) sponsee letters to assigned sponsor within 48 hours of receipt;
- Scan & email new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
- Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
- Maintain regular communication with Postal Co-Coordinator, SBTW Co-Facilitator and Sponsor Communications Coordinator; and Regional Liaisons;
- Attend all SBTW workgroup meetings;
- Mentor/train the Postal Co-Coordinator in all duties.

Postal Co-Coordinator

Position Description: The Postal Co-Coordinator provides support to and acts in the absence of the Postal Coordinator and is the holder of one of the SBTW mailbox keys and is in training to assume the position of the Postal Coordinator.

Recommended requirements:

1. Two (2) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

Duties:

- Under the supervision of the Postal Coordinator, perform tasks as assigned by the Postal Coordinator;
- In the absence of the Postal Coordinator:
 - Collect mail from the SBTW mailbox on at least a weekly basis;
 - Scan/mail sponsee letters to assigned sponsor within 48 hours of receipt;
 - Scan/mail new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
 - Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
 - Maintain regular communication with SBTW Co-Facilitator and Sponsor Communications Coordinator
- Maintain regular communication with Postal Coordinator;
- Attend all SBTW workgroup meetings.

Regional Liaison (one for each region within zone)

Position Description: Is the communication link between SBTW zonal workgroup and respective Region service bodies. Responsible for orientating/training sponsor volunteers within respective Regions.

Recommended requirements:

1. Three (3) years of clean time;
2. One (1) year experience on SBTW zonal workgroup;
3. Experience sponsoring a SBTW sponsee.

Duties:

- Responsible for orientating/training sponsor volunteers within respective Regions in SBTW, and yearly thereafter;
- Keep records of orientations given;
- Attend all SBTW workgroup meetings;

- Report to your region and give updates on SBTW;
- Maintain current records of sponsors in your region & their sponsee(s);
- Keep in contact with Sponsor Communications coordinator and give regular updates;
- Assist with institution communications, if requested by SBTW facilitator;
- Encourage members in your region to volunteer for sponsorship & create/maintain awareness of the sponsorship service opportunity within region/zone.

[Literature Coordinator]

NOTATION — More will be revealed...

SPONSOR-SPONSEE REQUIREMENTS AND DUTIES

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.

Requirements:

1. Three (3) years clean time;
2. Have worked through the 12 steps of Narcotics Anonymous
3. Is currently working with an NA sponsor and has ability to carry clear NA message
4. Previous/current experience being a sponsor outside the walls;
5. Ability to pay for own postage.

Duties:

- Must go through SBTW orientation before beginning sponsorship volunteering, and once annually after that;
- Reply to any letter within two weeks or less from the date the Sponsor receives the letter;
- Confirm via email to the Sponsor Communications Coordinator each time a letter has been replied to (scc@pszfna.org)
- Report when/if they are no longer available to be a Sponsor to their assigned Sponsee(s);
- Must abide by the guidelines of the SBTW Subcommittee and the rules of the institutions;
- 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). It can not 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.

- 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.

Sponsorship Behind The Walls Dos and Don'ts:

- 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.
- There should be no personal contact in person or by phone (including after release) between sponsor and sponsee.
- Never give out your address, phone number, home group, Area, Region, etc.
- 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.
- 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.
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution.
- You must work a Narcotics Anonymous program using only current fellowship-approved literature.
- NA members with correctional facility clearances may not correspond with inmates in those facilities.
- 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.
- 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.
- Encourage the inmate to participate in Twelve Step meetings available to them in their facility.
- 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.

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.

Requirements:

1. Potential sponsee is currently incarcerated with one or more years remaining in custody;
2. Seeking recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous;
3. Willing to abide by the guidelines of the SBTW Subcommittee and the rules of their institution.

Duties/Responsibilities:

- Communication via mail with sponsor to work the 12 steps of Narcotics Anonymous;
- Sponsee understands NO Personal Contact with sponsor is allowed during incarceration or after the sponsee has been released;
- 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;
- 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;
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution;
- 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:

- Requesting sponsor to provide personal information or relay messages, packages or letters to anyone;
- Requesting sponsor to arrange any meetings with sponsee upon their release from custody;
- Sponsee released from custody.

DECISION MAKING:

Definition: Consensus Based Decision Making

Consensus is defined as the decision making process used by the PSZF SBTW workgroup in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Plains States Zonal Forum SBTW workgroup and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

General Description:

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to

achieve consensus is that it insures that we follow our 9th Concept: “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view, we try to make sure this happens in the SBTW workgroup. All SBTW workgroup proposals and decisions, except elections and when narrowing down multiple options (facilities to add, etc.), will be considered using consensus based decision making. Because we do not meet in person but via video/conference call, extra care should be taken to be considerate and allow everyone a chance to speak. When speaking, please make sure to speak loudly and clearly in order to be heard.

Procedure: Consensus Based Decision Making

- 1) Proposal / Topic is introduced
- 2) The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
- 3) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.
- 4) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.
- 5) Facilitator asks for Consensus.

There are four (4) positions a SBTW Workgroup member may take on a proposal / topic.

ASSENT: Agree with proposal / topic.

ASSENT with RESERVATION: Although there are reservations or concerns, the individual will trust and go along with the body’s decision.

STAND ASIDE: Based in strong personal reservations which prevents support for the proposal / topic.

BLOCK: (NO) Based on spiritual principals expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

A block may be overridden by the body: If the validity of a block is not questioned, the block will stand and the proposal / topic is not adopted. If the validity of a block is not questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on the proposal / topic. If the block is overridden, the facilitator will again ask for consensus on the proposal / topic.

CONSENSUS is reached when 75% of the SBTW Workgroup members Assent or Assent with Reservation. The number which represents 75% shall be determined based on the number of SBTW workgroup members present at the start of old business at a SBTW virtual workgroup meeting.

Non-consensus based decisions are as follows:

Elections with more than one nominee, and when narrowing down multiple options, will be performed by members typing in their vote (state aloud if do not have typing capabilities).

- (1) The Facilitator or acting Facilitator shall cast their ballot before the vote is collected. This

vote shall be used only in the event of a tie;
(2) A plurality will determine elections.

Elections:

In order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation. Members may self-nominate to any position (except Facilitator) by presenting a service resume. Officers are confirmed by the SBTW workgroup, following established guidelines. When a position has been vacated, the election of the new officer or task group coordinator will be conducted at the next meeting. In the event that the Facilitator position becomes vacant, the Co-Facilitator will preside as Facilitator until a new Facilitator can be elected the next PSZF business meeting.



SERVICE RESUME FORM

Name: _____
Address: _____
Address: _____
Phone Number: _____
Email Address: _____

Clean Date: _____
Position Desired: _____

Group Service (*List position and approximate dates served/serving*):

Area Service (*List position and approximate dates served/serving*):

Regional Service (*List position and approximate dates served/serving*):

Zonal Service (*List position and approximate dates served/serving*):

World Service (*List position and approximate dates served/serving*):

What are your current service positions?

Have you failed to complete, or been removed from a service position in the last 5 years? *Please Explain:*

Have you ever stolen or misappropriated funds or merchandise from NA? *If yes, please explain:*

Do you regularly attend NA Meetings?

Do you work with a NA sponsor?

Do you have a working knowledge of the 12 Steps, and an understanding of the 12 Traditions and the 12 Concepts of NA Service?

Are you willing to uphold and abide by the 12 Steps, 12 Traditions, and 12 Concepts of NA, and of the guidelines of the Sponsorship Behind The Walls Workgroup?

Have you reviewed the Guidelines in respect to this service position?

What skills, training, and/or experience do you have to assist you in this commitment?

Have you looked at how this commitment will impact other commitments or your personal life?

Do you have the time and resources necessary to complete the service position to which you may be nominated? Please explain:

Do you have experience sponsoring a SBTW Sponsee?

This workgroup meets and communicates virtually. Do you have access to internet communications (email, video conferencing, etc.)? And are you willing and able to meet virtually?
