Sponsorship Behind The Walls Committee

Mail

Mail Clerk sorts mail according to 6 categories:

1. Active (Assigned) Sponsees
2. New Requests for Sponsors
3. Assignment 1
4. Assignment 2
5. Assignment 3
6. Assign Sponsor
7. Sponsor Assignment Process
8. Other/To Be Determined

Process

1. Sort mail into one of the 6 categories
2. Follow procedures per category

Active (Assigned) Sponsee Letters

1. Log into Sponsor Report Log Grid
2. If a re-emerging Sponsee, write out information on the Sponsor Report Log Grid
3. Distribute to Assigned Sponsor, either in person or by mail

New Requests for Sponsors

1. Send Sponsee First Letter (available in Spanish) to requesting inmate
2. Address envelope to inmate including their Facility, Booking Number, P.O. Box, etc. using the Regional SBTW address as the return address
3. Date stamp envelope sent by inmate with date of receipt and staple envelope in front of letter
4. **File Request under "Request for Information" in alphabetical order by Last Name**

Assignment 1

1. If the inmate has at least 2 years left to serve, send the Assignment 1 package:
    a. SBTW Assignment 1 (available in Spanish)
    b. *Another Look* IP
    c. Subscription to "Reaching Out"

    Otherwise, give all existing inmate information to H&I.
2. Address envelope to inmate including their Facility, Booking Number, P.O. Box, etc. using the Regional SBTW address as the return address
3. Staple envelope sent by inmate to completed SBTW Introduction letter, Date Stamp date of receipt, write "sent Assignment 1,"and add your initials
4. Match inmate's 1) initial request letter with 2) filled out Request for Information letter
5. **File combined letters under "Sent Assignment 1" in alphabetical order by Last Name.**

Assignment 2

1. Check to see if Assignment 1 has been completed. If not, re-send to the inmate. If yes, proceed with Assignment 2. **However, if a female, she is ready to be assigned – move to "Assign Sponsor" Folder.**
2. Send Assignment 2 package:
    a. SBTW Assignment 2 (available in Spanish)
    b. *Triangle of Self-Obsession* IP
3. Address envelope to inmate including their Facility, Booking Number, P.O. Box, etc. using the Regional SBTW address as the return address
4. Staple envelope sent by inmate to completed Assignment 2. Date Stamp the receipt date to the inmate's Assignment 2 Sheet and include "sent Assignment 2" and your initials

5. Match inmates by attaching Assignment 2 letter to 1) initial request letter, 2) filled out Request for Information letter, and 3) Assignment 1.
6. **File combined package for inmate under "Sent Assignment 2" in alphabetical order by Last Name**

Assignment 3

1. Check to see if Assignment 2 has been completed. If not, re-send to the inmate. If yes, proceed with Assignment 3.
2. Send Assignment 3 package:
    a. SBTW Assignment 3 (available in Spanish)
    b. *Sponsorship* IP
3. Address envelope to inmate including their Facility, Booking Number, P.O. Box, etc. using the Regional SBTW address as the return address
4. Staple envelope sent by inmate to completed Assignment 3. Date Stamp the receipt date to the inmate's Assignment 2 Sheet and include "Sent Assignment 3" and your initials
5. Match inmates by attaching Attach Assignment 3 letter to 1) initial request letter, 2) filled out Request for Information letter, 3) Assignment 1, and 4) Assignment 2.
6. **File combined package for inmate under "Sent Assignment 3" in alphabetical order by Last Name**

Assign Sponsor

1. Envelopes including an inmate's Assignment 3 means the member is now ready to be placed with a Sponsor (Assignment 1, if female)
2. Staple envelope sent by inmate to completed Assignment 3. Date Stamp the receipt date to the inmate's Assignment 3 Sheet and include your initials
3. Match inmates by attaching Attach Assignment 3 letter to package in "Sent Assignment 3" folder consisting of: 1) initial request letter 2) filled out Request for Information letter, 3) Assignment 1, 4) Assignment 2, and 5) Assignment 3.
4. **File combined package for inmate under "Assign Sponsor" in order by Completion date (most recent to the back)**

Sponsor Assignment Process

1. For Regional Sponsors:
    a. The Sponsor is given the complete package for the inmate.
    b. The inmate's details are entered into the Sponsor Report Log Grid under the Sponsor's name.
2. For Area Liaisons/Representatives:
    a. The Area Liaison/Representative completes a request for Sponsees form (*SBTW Area Liaison: Sponsee Request Form*)
    b. The Area Liaison/Representative completes the *SBTW Assigned Sponsees* form based on which inmates were assigned to which Regional sponsors and the inmate's details are entered into the Sponsor Report Log Grid under the Sponsor's name
    c. The complete packages for assigned inmates are delivered to the Sponsors in their Area
3. For SBTW subcommittees:
    a. The Area Subcommittee Chair completes a request for Sponsees form (*SBTW Area Liaison: Sponsee Request Form*)
    b. The Area Subcommittee Chair completes the *SBTW Assigned Sponsees* form based on which inmates were assigned to their subcommittee (these inmates are not recorded on the Sponsor Report Log Grid)
    c. The complete packages for assigned inmates are distributed at their next subcommittee meeting

Other/To Be Determined

Clerk to address unique request or bring for committee direction