

*CENTRAL CALIFORNIA REGION BEHIND THE WALLS SPONSORSHIP
SUBCOMMITTEE GUIDELINES; Revised 06/2021
Approved 08/28/2021*

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I. Behind The Walls Sponsorship (BTWS) Central California (CC) Subcommittee
General Purpose

Our primary purpose is to provide a Sponsor to work the Twelve Steps and Twelve Traditions 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. BTWS services are provided by mail only, not by telephone or visitation.

Sponsorship is provided until release, including a brief transition period after release.

Our mission is to help ensure that any addict seeking recovery through a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous has the opportunity to do so, even in an institution

II. BTWS Subcommittee
Address

Central California Regional BTWS Committee, P.O. Box 1206 Ventura, CA 93002-1206

III. BTWS Subcommittee
Membership

- A. The BTWS Subcommittee shall consist of Administrative Officers, Sponsors, and general Members
- B. Administrative Officers are the: Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Institutional Public Relations Coordinator, Lead Mail Coordinator and Mail Clerk(s), Literature Coordinator, Web Liaison/Archivist, Fellowship Coordinator, Area Liaisons/Representatives
- C. The only officer affirmed by the general session of the Region will be the Chairperson
- D. All other officers will be elected by the Subcommittee

IV. BTWS Subcommittee
Functions

- A. The BTWS Subcommittee will meet monthly
- B. All Administrative members of the BTWS Subcommittee are required to attend monthly Subcommittee meetings
- C. Members are expected to notify the Chair, Vice-Chair, or Secretary prior to any absence
- D. Sponsors are not required to attend BTWS regular meetings, however they are required to submit a Sponsor Questionnaire Report monthly which must be emailed each month to the Sponsor's Area Liaison

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- E.** Non-fulfillment of duties, or missing two consecutive meetings without prior notification to the Chairperson, Vice-Chairperson, or Secretary, may result in the Member being asked to resign from their commitment in order to ensure that our guidelines are being followed and our primary purpose is being carried out.
- F.** Loss of clean time will result in loss of the member's specific commitment until clean time requirements are met again.
- G.** The BTWS Subcommittee shall meet as needed to review guidelines and other business
- H.** The BTWS Subcommittee shall archive all contacts and procedures for use by future participants
- I.** The BTWS body is responsible for maintaining contact information for the Sponsors and Sponsees so the Liaison may make inquiries of the status between the Sponsor and Sponsee.
- J.** Any inmate who thinks they have a problem with addiction, may write the Behind the Walls Sponsorship Subcommittee with any recovery related questions or concerns at any time. Our response may include providing information pamphlets, meeting directories, or any other NA information regarding the concerns of the inmate.
- K.** Regional Sponsors will have a Sponsee assigned by the BTWS Subcommittee in the order that the Sponsors have qualified
- L.** The Sponsor must have had no prior knowledge of their assigned Sponsee. This means they should never have met the person they will be assigned to sponsor at any time during their life
- M.** Sponsors will only use the *NA Step Working Guides* to work the Steps with their BTWS Sponsees
- N.** Sponsors will confirm with the Sponsee if they have the NA Basic Text (*Narcotics Anonymous*), *It Works: How and Why*, the *Step Working Guides*, and the *Just for Today* before submitting an order to the Literature Coordinator
- O.** Initial literature orders shall not exceed three (3) books per Sponsee. If the Sponsee has no books, the *Just for Today* will be reserved for when the Sponsee finishes Step Eleven (11)
- P.** Upon completion of the Twelve Steps, if requested, the Sponsee may continue BTWS correspondence by utilizing *The Guiding Principles: The Spirit of Our Traditions* to work the Twelve Traditions
- Q.** No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, or contacting family members/friends/lawyers/Parole Board will be made between the Sponsor and Sponsee
- R.** All rules and regulations of the facility will be followed
- S.** After the Mail Coordinator/Mail Clerk(s) reads the first letter, all correspondence between the Sponsor and Sponsee is confidential
- T.** All correspondence will be sorted, and then filed or logged and distributed
- U.** Only inmate Sponsees with one (1) year or more remaining to serve will be assigned a Sponsor
- V.** The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed
- W.** Only women will write women and only men will write men. LGBTQ+ Sponsee requests will be addressed on a case-by-case basis

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V. BTWS Subcommittee
Voting/Elections

Any BTWS Subcommittee members except the Chairperson may bring motions to the floor for consensus. All voting members may participate in the consensus-based decision-making process in order to arrive at a group conscience

- A. Voting members of the BTWS Subcommittee shall be the Vice-Chairperson, Secretary, Alt. Secretary, Mail Coordinator/Mail Clerk(s), Literature Coordinator, Web Liaison/Archivist, Area Liaisons/Representatives, Area Sponsors, and Voting Members
 - 1. Voting members are BTWS Subcommittee members who have attended two (2) consecutive BTWS Subcommittee meetings
 - 2. 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
- B. The Chairperson only has a vote in the case of a tie
- C. In the spirit of rotation, all officers are elected for a term of two (2) years and are eligible for a second term of two (2) years
- D. Nominations shall take place in May and elections shall take place in June for all positions
- E. Outgoing committee members are strongly encouraged to mentor their replacement for at least two (2) months
- F. At the discretion of the Subcommittee, special elections may be held for all positions.
- G. Subcommittee chair pro tem is subject to Regional approval
- H. No positions can be held more than two consecutive terms in the spirit of rotation

VI. BTWS Subcommittee
Budget

1. \$350.00 - TOTAL Budget. Budget requests shall be submitted in a general session of the CCRNA meeting at the beginning of the fiscal year, approved by the RCM.'s, and dispersed through the Regional Treasury; the development of an annual project agenda is important in the establishment of the budget

2. The BTWS Subcommittee will provide all records of their finances to the Region via a Literature Chair report and keep copies for archival purposes and yearly audits. All audits will be documented and provided to CCRNA annually

3. As per decided by the BTWS Subcommittee, once a Sponsee has been screened and approved for our Sponsorship program, the Sponsor will determine through correspondence the Sponsee's literature needs. All books shall be softbound covers and ordered by our Literature Coordinator through the WSO, and BTWS will follow the instructions of the individual Institution at which the Sponsee resides. Additional literature may be provided to Sponsees up to four (4) books total. All

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purchases of literature shall be discussed first with the BTWS Subcommittee to ensure accountability of our funds and resources

VII. BTWS Subcommittee

BTWS Subcommittee

Qualifications and Responsibilities of Officers, Sponsors, and Members

A. Chairperson

Qualifications:

1. Is elected by the BTWS Subcommittee and must be affirmed by CCRNA
2. Complete abstinence from all drugs for five (5) years
3. Suggested one (1) year experience in Regional BTWS service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service

Responsibilities:

1. Mediates all BTWS Subcommittee meetings with the general understanding of agreed-upon Parliamentary Procedures
2. Is expected to attend each PR meeting; prepare, present, and archive a written Chair Report, and adhere to all CCRNA guidelines. This includes posting their report to the CCRNA google group (CCRNA@googlegroups.com) and archiving all reports (BTWSCC@gmail.com Drive)
3. Is encouraged to attend when possible CCRNA meetings
4. With the assistance of the Secretary, helps set the Agenda
5. Is a contact person for emails to/from the CCRNA website BTWS forms (CCRNA.net/btws/)
6. Coordinates the set up of and facilitates conference calling or use of an online platform as needed
7. Prepares a budget with the BTWS Subcommittee to be submitted for the approval of the CCRNA for their upcoming year
8. Coordinates and is responsible for all work done by the BTWS Subcommittee
9. Ensures that CCRNA and BTWS Subcommittee guidelines and NA Traditions and Concepts are being followed
10. Coordinates the Sponsor screening process
11. Maintains communications with all Sponsors and Officers
12. Is available to answer questions, give presentations, and participates (or delegates participation) in the quarterly NAWS Inmate Step Writing web meeting
13. Is responsible for reconciling and submitting invoices to the CCRNA Treasurer in a timely manner
14. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

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B. Vice-Chairperson

Qualifications:

1. Is elected by the BTWS Subcommittee
2. Complete abstinence from all drugs for four (4) years
3. Suggested one (1) year experience in Regional BTWS service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service

Responsibilities:

1. Works with the Chairperson to ensure the smooth operation of the BTWS Subcommittee, using a general understanding of agreed-upon Parliamentary Procedures
2. Performs the duties of the Chairperson when Chair is absent
3. Is encouraged to attend when possible PR and CCRNA meetings
4. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

C. Secretary

Qualifications:

1. Is elected by the BTWS Subcommittee
2. Complete abstinence from all drugs for two (2) years
3. Suggested one (1) year experience in Area/Regional-level Service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
5. Clerical skills are highly suggested
6. Must have computer access, a valid email address, and virtual platform capability

Responsibilities:

1. Must keep an accurate set of minutes of all BTWS Subcommittee meetings; they should be ready and given to all committee members who request it within 14 days.
2. Creates the Agenda with the assistance of the Chair
3. Files and archives the minutes and agenda (send to Drive btwscc@gmail.com)
4. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

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D. Alt. Secretary

Qualifications:

1. Is elected by the BTWS Subcommittee
2. Complete abstinence from all drugs for one (1) year
3. Suggested six (6) months experience in Area/Regional-level Service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
5. Clerical skills are highly suggested

Responsibilities:

1. Performs the duties of the Secretary when absent
2. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

E. Mail Coordinator, Lead Clerk, and Clerk(s)

Qualifications:

1. Elected by the BTWS Subcommittee
2. Clerical skills are highly suggested
3. Mail Coordinator has complete abstinence from all drugs for two (2) years
4. Clerks have complete abstinence from all drugs for six (6) months

Responsibilities:

1. Update and/or follow Clerks' Procedure (Attachment 1)
2. Is a contact person for emails to/from the CCRNA website
3. Files all documents physically and on Drive
4. Have BTWS Sponsees ready to assign at the start of each Regular meeting
5. Checks the PO Box weekly for new Mail
6. Contacts potential new Sponsors applying on the Website within 1 (one) week, notifies the Chair, or Vice-Chair of the potential new Sponsor, and asks the new applicant to attend the next regular meeting of BTWS CC
7. Re-mails incoming letters to Sponsors within 2 (two) weeks
8. Send forms and assignments to potential new Sponsees at least once per month
9. Mail Coordinator may delegate duties to a lead clerk
10. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

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F. Literature Coordinator

Qualifications:

1. Is elected by the BTWS Subcommittee
2. Complete abstinence from all drugs for two (2) years
3. Suggested one (1) year experience in Area/Regional-level service
4. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service
5. Must have computer access, a valid email address, virtual platform and printing capability

Responsibilities:

1. Orders literature from the World Service Office (WSO) and confirms orders with Sponsors using the btwsc@gmail.com address.
2. Forwards invoices to the BTWS Subcommittee Chair
3. Keeps an accurate log of literature orders processed. Oversees orders to avoid errors
4. Maintains (or delegates) Sponsor Report Log Grid and reconciles book orders with current information
5. Will maintain an accurate and up-to-date list of all BTWS Sponsors, their aliases, their addresses, and their Areas (“Phonelist”).
6. Is required to give a monthly report
7. Is expected to train incoming Literature Coordinator
8. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

G. Web Liaison

Qualifications:

1. Is elected by the BTWS Subcommittee
2. Suggested to have two (2) or more years clean time
3. Suggested One (1) year experience in Regional BTWS service
4. Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
5. Knowledge of, and access to, computers and available web technologies

Responsibilities:

1. Works with regional Webmaster to ensure accurate and updated information is on the CCRNA website
2. Notifies Chair of online BTWS Sponsor submissions or other website concerns
3. Is required to give a monthly report

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4. Coordinates transfers of all information to the btwscc@gmail.com drive or CCRNA website
5. Is expected to train incoming Web Liaison/Archivist
6. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

H. Area Liaison//Representative

Qualifications:

1. Is elected by the BTWS Subcommittee and/or their Area Service Committee
2. Suggested to have two (2) or more years clean time

Responsibilities:

1. Should attend all BTWS Subcommittee meetings
2. Be responsible for all correspondence to/from his/her Area to the Regional BTWS Subcommittee (e.g. Sponsor reports, letters)
3. May assign Sponsees from BTWS Subcommittee
4. Provides a monthly report and other information to the BTWS Subcommittee
5. Maintains a record of all Area Sponsors and Sponsees
6. Updates Regional BTWS Subcommittee records with Sponsors and Sponsees who are no longer active
7. Shall maintain communication with Sponsors from his/her Area on a regular basis
8. May pre-screen potential Sponsors regarding their qualifications and their willingness to follow the BTWS Guidelines and procedures, using the Sponsor Interview Form (see Attachment 2)
9. Shall provide BTWS Regional Subcommittee Guidelines to Liaison's Area and will follow those Guidelines and procedures, in conjunction with his/her Area Guidelines
10. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

I. Institutional Public Relations Coordinator

1. Is elected by the Behind The Walls Sponsorship Subcommittee
2. Completed abstinence from all drugs for four (4) years
3. Must have one (1) year experience in Area level service, preferably as a GSR
4. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application
5. Coordinates with subcommittee and acts as a public relation liaison between institutions located within our region for the Behind the Walls Regional Subcommittee for the purpose of raising awareness of our subcommittee

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6. Is required to give a written and oral reports to the Subcommittee
7. If necessary, may be removed by a simple majority vote of the Subcommittee
8. Service commitment shall be for a period of two (2) years

J. Sponsor

Qualifications:

1. Complete abstinence from all drugs for two (2) years
2. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Must only utilize the *NA Step Working Guides*, *Narcotics Anonymous (Basic Text)*, *It Works: How and Why, Just for Today*, and *The Guiding Principles: The Spirit of Our Traditions*
4. It is suggested to be off parole/probation
5. It is suggested to have had no convictions for at least one year

Responsibilities:

1. Must meet all of the requirements of the screening process
2. Must maintain good communication (through their Liaisons)
3. Must read and sign the BTWS Subcommittee Correspondence Only Agreement
4. Must have an NA Sponsor and carry a clear NA message
5. Must always keep in mind that they are members of the BTWS Subcommittee and NA as a whole when interacting with a Sponsee
6. A willingness and availability to reply to any letter within two weeks or less from the date the Sponsor receives the letter (refer to Attachment 3)
7. The Sponsor is responsible to report when he/she is no longer available to be a Sponsor to his/her assigned Sponsee(s) and to the BTWS Subcommittee
8. Must abide by the guidelines of the BTWS Subcommittee and the rules of the institutions
9. Requests necessary literature (either directly or through their Liaison) from the Literature Coordinator after confirming Sponsee's literature needs and having written to each other at least two (2) times. Sponsor needs to specify full names, booking number, bunk number, institution address and correct P.O. box, and books to order (either directly or through their Liaison) in their literature request
10. Provides current Sponsee information monthly to an Area Liaison
11. If necessary, may be removed by a simple majority vote of the BTWS Subcommittee

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J. Member

Qualifications:

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

Contingency Plan

In case of emergency or unforeseen circumstances, the Chair may utilize any online platform to carry out the business of the committee. The committee shall delegate responsibilities, as necessary.

If required, a special monthly mail-processing meeting will be arranged to complete clerical duties