



Guidelines for  
Sponsoring Members  
Behind The Walls



Forest Area of Narcotics Anonymous  
 “Sponsoring Members Behind The Walls”  
 PO Box 2571  
 Ocala, FL 34478-2571



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**1) Inmate Correspondence Guidelines . . . . . page 2**

These are some guidelines that the H&I letter writing committee thought would be some useful tools. Remember, if a facility has a requirement that is not in our set of guidelines we still follow the facilities direction.

**2) Sponsor signup sheet . . . . . page 3**

The GSRs take these signup sheets back their meetings and ask for volunteers. At the end of the month, the GSR brings the list back to the ASC and gives them to the H&I Chair and the Chair brings them back the next H&I subcommittee and gets them to the Letter Writing Coordinator.

**3) Announcement to be read at meetings . . . . .page 4**

Just a little bit more information for members, thinking about becoming a letter-writing sponsor

**4) Flier for the jails . . . . .page 5**

This flyer is taken into the jails or wherever appropriate.

**5). First letter to the inmate from coordinator . . . . .page 6**

Just to let the inmate know that their letter has been received and that the process has begun.

**6) Proper way to address correspondence . . . . .page 7**

**7) Letter to inmate that doesn't have enough time left . . . . .page 8**

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***FASC Narcotics Anonymous  
Hospitals & Institutions  
Inmate Correspondence Guidelines***

*In addition to observing the rules of the correctional facilities regarding mail and correspondence, the following are guidelines for us to follow when writing NA members on the inside:*

- 1. We introduce ourselves by briefly qualifying so the addict can get to know and identify with us. We let them know that our purpose in writing is to act as a sponsor and help guide them through the steps.*
- 2. We try to let the inmate know that writing, like all forms of sharing, helps us as much as it helps him or her.*
- 3. We let the inmate know that they are not alone.*
- 4. We stay focused on recovery.*
- 5. We encourage the inmate to attend any NA meetings that might be carried by their facility. We also strongly stress the importance of getting a meeting schedule for their area before they get out. This is so they can have a game plan and know when and where there is a meeting the FIRST day they get out.*
- 6. If there is a desire to send a gift, we suggest a Basic Text, How It Works, Step Working Guide, Just For Today or other NA literature. Before sending anything, see if the facility will allow it. Many correctional facilities will permit inmates to receive only literature sent directly from the publisher.*
- 7. Never write anything you do not want the whole world to read. All mail is monitored by security in the jails and prisons. Ask yourself before you write, "Would I want everyone to know that I said or did this?"*
- 8. In the spirit of our 12th tradition, we respect the anonymity of correspondents.*
- 9. Men write to men, and women write to women.*
- 10. We use the H & I PO Box for receiving mail rather than our home address. It is also suggested that you maintain your personal anonymity by using your first name and last initial only.*
- 11. In order to speed up the mail process and get you the sponsor, the correct mail, PLEASE have your sponsee address letters they write back to you as follows:*  
*NOTE: If you are a cleared NA H&I volunteer going into a prison, you cannot participate in this program. It is a violation to communicate with an inmate if you are a volunteer.*

*First Name Last Initial  
P.O. Box 2571  
Ocala, FL 34478-2571*

*Thank you for your service commitment. You are sharing and caring the NA Way,  
"In order that no addict anywhere need die from addiction."*



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*Forest Area*  
*of Narcotics Anonymous*  
*Hospitals & Institutions*  
**"Sponsoring Members Behind The Walls"**

\*If you are interested in sponsoring an addict, that has more than a year left in custody, please fill out the information below, we will add you to our mail program sponsor list.

Requirements:

- You have at least 1 year clean
- You are active in recovery
- You have worked~ the 12 steps of NA before
- You are willing to help an addict that is incarcerated work the step's through the mail
- If you are a cleared NA H&I volunteer going into a prison, you cannot participate in this program. It is a violation to communicate with an inmate if you are a volunteer.

Name	Address	Telephone #	Clean Date	Spanish Literate	(Other?)

- Note to GSRs: Please check the signup sheet and return it to the next ASC meeting.



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H&I members- Please read at meetings

The H&I Correspondence program needs your help! We are in need of people to sponsor addicts that are incarcerated. The way the sponsor program works is addicts on the outside sign up to be a sponsor on the signup sheet I am going to pass around. The names are put into a database of available sponsors. The dedicated people who bring NA meetings to the jails and prisons let the inmates know they can get a sponsor by writing to the P.O. Box. After the inmates write to the P.O. Box, the letters are picked up by an H&I representative. This H&I representative finds an addict who has signed up to be a sponsor, from the database of available sponsors and forwards the inmates letter to them. The sponsor writes directly to the inmate at the jail or prison where the inmate is and starts working the steps of NA with the inmate. When the inmate has completed a step assignment, they mail it to the P.O. Box and the H&I representative picks the letter up and forwards it to the assigned sponsor.

Some points to remember are:

- This is a great way to get into service!
- The Forest Area is one of only four areas that offer this program and we get letters from all over the United States. We need sponsors to write back to these incarcerated addicts.
- Your home address is never given out to any inmate that writes to the P.O. Box.
- The only persons who will have your address is the H&I representative who is in charge of the Correspondence program and the P.O. Box.
- All correspondence goes through the H&I P.O. Box.
- The letters are sent to you unopened.

The requirements to be a sponsor are:

- You have at least 1 year clean.
- You are active in recovery.
- You have worked the 12 steps of NA before.
- You are willing to help an addict that is incarcerated work the steps through the mail.



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## *Have a problem with drugs? We can help!*

The Forest Area of Narcotics Anonymous has developed a program to help addicts that are incarcerated. As many of us know, recovery can begin anywhere, even in jail or prison. This program allows incarcerated addicts to start working the steps of Narcotics Anonymous with a recovering addict on the outside through the mail.

Our message is hope! If thousands of addicts all over the world can learn to live without drugs, so can you. It works if you give it a chance! If you want a new life through the 12-steps of Narcotics Anonymous, please give yourself a break.

The main objective of the “Sponsoring Members Behind The Walls” program is that the inmate get the opportunity to work all 12 steps with a sponsor. Any request we get from an inmate that has a year or more from their release date, will be eligible for a sponsor.

This program is not for obtaining a sponsor to work with after release. Nor is it to fulfill the request of the board. This program is for inmates with a desire to work the 12 steps of Narcotics Anonymous thru the mail with a member of Narcotics Anonymous.

Write to us if you want a sponsor through the mail and remember to include your *full name, exact address, booking number, PFN & the amount of time left in custody*. *All this information is necessary for us to correspond with you!* Please send your requests to:

**Sponsoring Members Behind The Walls  
PO Box 2571  
Ocala, FL 34478-2571**

If you do not hear from your sponsor within 30 days of your request or if it takes longer than 30 days for your sponsor to return your letters, please contact the correspondence coordinator at the above address and let us know so we can address the problem.

Our message is simple:

*“That no addict seeking recovery need die without a chance to  
find a better way to live”*

*Sincerely,*

*Sponsoring Members Behind The Walls Program*



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*Welcome to the Forest Area of Narcotics Anonymous, "Sponsoring Members Behind The Walls" sponsorship by mail program. This letter is to let you know that we have received your request for a sponsor and we are currently in the process of assigning a sponsor to you. He or she should be contacting you at the address you gave us within a few weeks.*

*The Forest Area of Narcotics Anonymous started this program recently in response to the many requests for information from inmates in or from the Ocala, FL area. Your sponsor will be a recovering addict.*

*We ask our volunteers to keep the correspondence recovery oriented and we ask that they not grant favors such as money, personal contacts in the free world, etc. That is not what this is about. We do, however, care a great deal for you and want you to know that recovery can begin wherever you are, incarcerated or not. We hope that you will strike up a friendship via the mail with a recovering addict on the outside to take advantage of the experience, strength and hope that addict has to share with you.*

*Narcotics Anonymous is not a complicated program. It is a simple program for complicated people! Our only promise is freedom from active addiction. The key word there is definitely **FREEDOM!** Our message is one of hope. If thousands of addicts all over the world can learn to live without drugs, so can you. It works, so give it a chance.*

*We will have a sponsor assigned and writing you the first letter very soon. Do not despair if it takes a few weeks. Once you have a sponsor, it will not take long to get the correspondence going. Have faith, and if you want to, write us again. We would be happy to hear from you and know that you really want to work the steps.*

***FREEDOM IS THE PROMISE.  
HOPE IS THE MESSAGE.  
FAITH IS THE KEY.  
KEEP COMING BACK --  
IT WORKS IF YOU WORK IT!!!***

*Sincerely,*

*Forest Area of Narcotics Anonymous*



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*"Sponsoring Members Behind The Walls" Program"*

Dear Sponsor:

In order to process letters faster and ensure they are routed to the correct sponsor, please have your sponsee address his or her letters as follows:

First Name Last Initial  
P.O 2571  
Ocala, FL 34478-2571

Please use this same address and format for your return address.

Thank you,

Correspondence Coordinator  
FASC H&I

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*Forest Area of NA  
Hospitals & Institutions*

**“Sponsoring Members Behind The Walls”**

Sponsoring Members Behind The Walls was created to enable addicts that are incarcerated to work the steps with a sponsor through the mail. You stated in your letter that you will be released within the next Year. Unfortunately, that just does not allow enough time to accomplish the goal of starting the steps through the mail and building a relationship with another addict.

We do, however, care a great deal for you and want you to know that recovery can begin wherever you are, incarcerated or not. Narcotics Anonymous is not a complicated program. Our only promise is freedom from active addiction. The key word there is definitely FREEDOM! Our message is one of hope. If thousands of addicts all over the world can learn to live without drugs, so can you. It works, so give it a chance.

We hope to see you at a meeting when you are released.

In loving Service ~

Narcotics Anonymous member



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*Forest Area NA  
Hospitals & Institutions  
Sponsoring Members Behind The Walls*

**Your assigned inmate is out of custody and has not reported.**

Due to the large request for sponsors, we would like to keep you as a sponsor and re-assign you to a new inmate. We hope that your relation with your new sponsee will grow and that the seed of recovery will be planted and blossom!

Please be prompt in getting your letter out to the inmate. This shows that we are there for them and we do care. If for some reason you are unable to keep your commitment as a mail sponsor, simply return the letter to the P.O. Box and we will assign a new sponsor to this inmate.

Thank you for your service commitment and for caring and sharing, the NA way!