

## WORKING THE STEPS MONTANA REGION



### **Sponsor Packet**

#### Table of Contents

1. Dear sponsor
2. Questionnaire
3. Dos and don'ts
4. Suggestion letter
5. Mailing guidelines
6. World Services FAQ

**WORKING THE STEPS WITH  
MONTANA REGION**



Dear Sponsor:

Thank you for your interest in being a sponsor for an addict behind bars. Working the Steps with Montana Region is a working group of Narcotics Anonymous. Our primary purpose is to create a lasting service effort that connects addicts who are incarcerated in Montana with outside sponsors, so that they can work the Twelve Steps of NA.

Our group formed after some of our members had trouble finding resources for sponsorship behind bars. This program makes it possible for addicts to begin recovering the NA way despite being locked up.

Flyers have been placed in numerous institutions around the Montana region. These flyers provide instructions to those incarcerated about how to connect with this program and outside sponsors. Incarcerated addicts will write a central PO Box in Helena and letters will be forwarded to you, the sponsor. We have a system in place so that you may keep your anonymity and letters will still find their way to your address without revealing personal information to your sponsee. You will need to use the central PO Box as your return address. When you get a letter from a sponsee, it is important that you write back in a timely manner to maintain a solid connection with that individual.

Please read the contents in this packet. There will also be an online resource for sponsors at [www.namontana.org](http://www.namontana.org). If you have any questions, do not hesitate to ask one of this group's committee members. Thank you again for your service!

Sincerely,

Rick G.  
Working the Steps Montana Region  
PO BOX 1093  
Helena, MT 59624  
(406) 410 0514  
workthesteps@namontana.org

## WORKING THE STEPS MONTANA REGION



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### Questionnaire for WSWI NA Sponsors

1. Is your recovery based in Narcotics Anonymous?
2. Are you working the steps in writing with an NA sponsor?
3. Do you have at least 18 months clean time?
4. Do you have an NA Home Group?
5. Do you have a working knowledge of the 12 steps and 12 traditions of NA?
6. Have you spoken to your sponsor about this commitment?
7. Do you have the means to provide stationery and stamps for regular correspondence?
8. Do you have the willingness and availability to reply to any letter you receive within 2 weeks?
9. Are you willing to attend at least one WSWI workshop online or in person per year?

Rick G  
Working the Steps Montana Region  
PO BOX 1093  
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## WORKING THE STEPS MONTANA REGION



### Do's & Don'ts

#### **Do Not**

- Use profanity or abusive language in your writings
- Give your telephone number, address, email or any personal contact information
- Send any messages for sponsee
- Supply sponsee with envelopes, stamps, stationary or writing implements
- Send books, tapes, Cd's or electronic versions of audible play
- Accept a sponsee if you have any prior knowledge of the sponsee
- Accept a sponsee if you have clearance to go into the facility where they are being held
- Reveal any damaging personal information
- Visit sponsee

#### **Do**

- Respect the confidentiality of your sponsee
- Only use first name or pen name
- Limit contact to letter writing only
- Only send letters to your sponsees
- Reply within 2 weeks of receiving a letter
- Let our committee know if you can no longer sponsor for any reason
- Only contact our working group with questions about this process
- Fully understand that not following the do's & don'ts will disqualify you as a sponsor

## **WORKING THE STEPS WITH MONTANA REGION**



Suggestions for your first response letter to your sponsee.

My name is Tommy and I am an addict. I got clean in San Jose Ca. and was on the committee that created a working the steps with inmates program. The following suggestions are how I work the steps through that letter writing program. I think the most important thing is that you create a loving, trusting, supportive relationship with your sponsee.

Let your sponsee know some things about you to start off with like how long you have been clean, what you do currently to stay clean and what you like to do in your spare time (hobbies/music etc.). Let them know how the steps have changed your life in a positive way. Ask them to send a little personal stuff in their correspondence so you can get to know them also. Ask about what meetings may be available to them and what literature they may have and what if any experience they have about recovery from addiction. Let them know your gratitude for allowing you to serve in this capacity and make it clear that you have the time to help them on their journey.

After making a personal connection, be very specific on the assignments that you give to them. For example, and remember these are only suggestions, print the first step from our basic text mail it to them Have them read it every day for a specific number of days. Have them write out 10 things they are powerless over how their life is unmanageable. The only book that is not NA approved that we would suggest is a dictionary. Have them look up and define some words like surrender, honesty and unmanageability.

As always, consult with your sponsor and try to work the steps like you do with your sponsor. When in doubt of anything, feel free to contact our committee or look through your sponsorship packet.

Tommy L.  
Working the Steps Montana Region  
PO BOX 1093  
Helena, MT 59624  
(408) 375.1383  
workthesteps@namontana.org

## WORKING THE STEPS MONTANA REGION



### Facility Mailing Guidelines

#### Sending Mail to Inmates in Montana

Incarcerated individuals in Montana can send and receive mail to and from anyone with the exception of victims. There is no restriction to the number of letters an inmate can send or receive, but they must pay their own postage. All incoming mail must have a clearly legible return address. Correspondence that is missing the return address will be disposed of and not delivered. All incoming mail is opened and inspected. All mail is delivered to the Incarcerated individual within 24-48 hours of reaching the facility. Any mail that appears to be written in code, or contains plans for escape, or describes how to manufacture drugs, alcohol, or weapons is not allowed and will result in disciplinary actions.

In addition to letters, Incarcerated individuals can receive photocopies 8.5"x11". This is a good way to send sponsees information on steps out of The Basic Text and other literature.

You may also send plain greeting cards no larger than 8x10". They cannot be electronic, have padding, lamination, glitter, electronics, popup or have glued seams or folds.

Letters will not be delivered to an inmate if there are any watermarks, lipstick, glitter, or foreign fragrances on the envelope or letter itself. Gel pens are also a bad idea. It would be best to stick to blue and black ink or a pencil.

When sending correspondence to an Incarcerated individual in Montana you **MUST** format the address in the following manner:

Sponsee Name, ID Number  
Facility Name  
PO Box or Street Address  
City, State, Zip Code



## NARCOTICS ANONYMOUS WORLD SERVICES

PO Box 9999  
Van Nuys, CA 91409 USA  
Phone (818) 773-9999  
Fax (818) 700-0700  
www.na.org

Thank you for contacting NA World Services. We are happy to help in your effort to use NA as a program of recovery from drug addiction. As a part of that, we offer this list of frequently asked questions and responses. Please review the entire list for a response to your inquiry. The enclosed materials can also provide you with other detailed information about the NA program.

**What types of free newsletters are available?** We produce a magazine directed to incarcerated addicts titled, *Reaching Out*. It includes letters from addicts in recovery who are currently in prison or have been there in the past. Because this magazine is published quarterly, we are unable to offer a subscription if your release date is less than six months from your request. If you will not be released within six months and want to subscribe to this magazine, feel free to write us with your request.

**How can I find NA meetings when I get released?** Upon release, please contact us at the phone number above and we will be happy to assist you. You can also find meeting information by visiting our website, [www.na.org](http://www.na.org). Please keep in mind that NA World Services is unable to provide local meeting directories for individual NA communities.

**How can I get an NA book?** Friends or relatives can purchase NA literature from NA World Services and have it sent directly to you. Literature can be purchased through mail order, using the enclosed order form, over the phone, or at our website, [www.na.org](http://www.na.org). If your release date is more than six months from this writing, and you have neither the finances nor the outside resources to obtain NA literature, we may be able to support your recovery efforts with one of our texts. After reviewing the enclosed material, you may contact us again and we will evaluate our ability to meet your need at that time. Please remember that requests are only considered if we have not already provided a complimentary book to you. Individuals are not able to receive more than one book.

**How can I find a sponsor or a pen pal that I can correspond with?** While NA World Services does not coordinate sponsorship, or provide contact information for members from your local NA community, the following NA service committees have sponsorship or correspondence programs (please write to the address nearest you):

Santa Cruz Area H&I  
PO Box 1613  
Capitola, CA 95010

Sponsorship Behind the Walls  
1935 S Myrtle Ave  
Monrovia, CA 91016

NA Freedom Behind The Walls  
PO Box 4143  
Panorama City, CA 91412

NA Behind the Walls  
PO Box 16505  
San Diego, CA 92176

WTSWI  
PO Box 23700  
San Jose, CA 95153

Central CA Behind the Walls  
PO Box 1206  
Ventura, CA 93002-1206

Arizona Region NA-H&I  
PO Box 1351  
Phoenix, AZ 85001

NA Outreach  
PO Box 140100  
Edgewater, CO 80214

Writing Steps for Recovery  
Connecticut Region  
PO Box 1541  
Middletown, CT 06457

Writing Steps for Recovery  
MASCNA  
PO Box 3342  
Marietta, GA 30061-3342  
(only AL, FL, GA, NC, SC, TN)

Bluegrass Appalachian H&I  
PO Box 142  
Pikeville, KY 41502

Working Steps for Recovery  
PO Box 526  
Milton, WA 98354

WSR  
1126 N Maple Ave.  
LaGrange, IL 60526

SBW  
Kalamazoo, MI 49005  
(Michigan only)

Writing Steps for Recovery  
Show-Me Region of NA  
PO Box 140199  
Overland, MO 63114

Queens Area Outreach  
PO Box 180143  
Richmond Hill, NY 11418

SBTW NA  
P.O. Box 28956  
Las Vegas, NV 89126

BTWSP  
PO Box 12932  
Reno, NV 89510

Portland Area NA Outreach  
PO Box 42453  
Portland, OR 97242



## NARCOTICS ANONYMOUS WORLD SERVICES

PO Box 9999  
Van Nuys, CA 91409 USA  
Phone (818) 773-9999  
Fax (818) 700-0700  
[www.na.org](http://www.na.org)

We have also included contact information for NA service committees close to your facility. These committees may offer sponsorship or correspondence services that we are not aware of. Please keep in mind that NA service committees have limited resources and for that reason may not always be able to correspond with you or help you find a sponsor.

**Starting/maintaining an NA group?** You must first obtain permission from the appropriate facility staff member to hold an NA meeting and then secure a meeting place. When this is done, contact us again with the facility staff contact information to send the material to. Please provide us with the full name and mailing address of the staff member willing to receive the package on behalf of your NA group. If yours is a new group, we will send a new group starter packet, complete with all the information needed for starting an NA meeting. If your group has already received a starter kit from us, send us a list of the currently needed materials, along with quantities, and we will do our best to meet the group's needs. We will not send the material unless you obtain permission and provide a facility staff member's information to receive the package.

If your release date is coming soon and you are interested in starting an NA group when you get home, please contact us at that time and we will be happy to assist you with that effort.

**How can we get NA volunteers to come to our facility?** We have enclosed contact information for the NA service committee in your geographical area. Sometimes these committees are able to coordinate NA services to your facility. We caution you that some NA service committees do not have the resources necessary to offer services, and others are able to only offer limited services. With that said, we encourage you to contact them to see if they might be a resource in your recovery efforts.

**Why am I receiving this list of frequently asked questions again?** You may be receiving this letter again if you wrote back to us asking a question that is covered in this letter. If so, please review each response for the information you need. If you are receiving this again, but with no additional booklets, after requesting a book from us, then we might have attempted to send you a package which was returned to us. The facility where you are housed may not accept packages without prior clearance. Once you have obtained permission to receive packages, please contact us again, and we will be happy to resend the material.

**Can you send some information to my friend/ loved one about your program?** Unfortunately, we are unable to send any NA materials to a friend or loved one without hearing from them directly. He/she may write to NA World Services for information about the NA program.

**Do you have any information on support services for when I get released?** We do not supply information concerning treatment centers, halfway/transitional living houses, job placement, or other support services because it is outside of our purpose. Such information may be obtained by contacting other organizations like your local or state Human Resource Development Bureau. For information on Substance Abuse Treatment Centers call the National Treatment Referral at 800.662.4357 or on the web at <http://findtreatment.samhsa.gov/>

**Do you have any information or literature on other programs beside NA?** We only publish NA literature, and are not affiliated with other recovery programs. However, we are frequently asked about contact information for AA and as a courtesy provide their address: Alcoholics Anonymous, PO Box 459, Grand Central Station, New York, NY 10063-0459.

**Do you provide completion certificates or letters of reference?** We are not a course or class and therefore do not provide any letters or certificates of graduation. It may be helpful to consider that we view recovery from drug addiction as an ongoing process.

Again, thank you for writing. We wish you well in your recovery efforts.

*Fellowship Services Team*

NA World Services