

Welcome to Writing Steps for Recovery

Dear Step Guide,

This packet is to introduce you to the WSR sub-committee and help you learn what the responsibilities and roles of each committee member are. In this packet you will find samples of the forms we use, a set of WSR guidelines, and other pertinent information.

We hope you will find WSR to be as rewarding experience as we have.

Happy reading and good luck on your journey.

The WSR Sub-committee.

WRITING STEPS FOR RECOVERY
SHOW-ME REGION OF NARCOTICS
ANONYMOUS
P.O. Box 15957, Overland, MO 63114

Dedication and
Purpose

The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.

Guidelines for
Function

- A. All letters will be sent via the WSR RSC P.O. Box, with no personal last names, addresses, or phone numbers of step guides, committee members, or anyone else given to the step writer. Step guides will use pen names or first names only, as decided by the step guide. "Correspondence Only" agreements (attached) with these signatures will be filed with the WSR committee.
- B. Step guides from the WSR committee will have an individual addict assigned in the order that the step guides have qualified and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their "turn" comes up. THE STEP GUIDES AGREE TO HAVE NO PRIOR KNOWLEDGE OF THEIR ASSIGNED ADDICT.
- C. After the initial letter is read by the coordinating secretary or to the committee, all correspondence between the step guide and the step writer is confidential.
- D. The coordinating secretary logs all incoming and outgoing letters by date, with name and facility of the inmate, step writer and name, pen name, and phone number of the step guide.
- E. Only inmates with incarceration time of 4 or more months will be assigned a step-writing guide.
- F. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE Calls, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS, DRAWINGS, TAPES,
- G. CONTACTING FAMILY MEMBERS OR FRIENDS WILL BE MADE BETWEEN THE STEP GUIDE AND THE STEP WRITER.
- H. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
- I. All rules and regulations of the facility will be strictly upheld.
- J. Only women will write to women, and only men will write to men.
- K. The committee meets quarterly at the regional committee meeting at 1 :00 p.m. Informational cards will be available for the prison addiction and volunteer services staff for the inmates.
- L. Any offender who thinks they may have a problem with addiction, may write the WSR committee with any recovery related questions or concerns at any time. Presentations to the fellowship and to the facilities will include the WSR statement of purpose, as well as the above 11 guidelines for function. WSR will be offered at institutions only after the institution has received our information, accepted this information, has agreed to allow this type of correspondence, and has confined this agreement in writing.

Voting Procedure

- A. N.A. members present at the WSR committee meeting may have a vote.
- B. Any guideline change motions are to be voted on at the next meeting with a 2/3rd majority of those present to pass.
- C. "Housekeeping" motions are to be voted on at that same meeting with a 2/3rd majority of those present to pass.
- D. Committee Chair to be suggested by the committee and voted on by the region.
- E. All other trusted servant positions will be nominated and voted on by the committee.

Responsibilities of Trusted Servants (All clean time is suggested)

A. Chair

- 1. Minimum clean time requirement is three (3) years.
- 2. Nominated in April, voted July, effective October.
- 3. Keeps order in meetings, and keeps discussion on the topic.
- 4. Prepares an agenda for each meeting.
- 5. Ensures that the Traditions are upheld in all matters.
- 6. Maintains a link of communication between the; WSR and the Show-Me Regional committee by attending and giving a quarterly report at the Sunday business meeting.
- 7. Keeps accurate record of funds received and spent by the WSR committee.
- 8. Makes sure committee has a quarterly meeting place.
- 9. Follows up on committee members ensuring their needs and responsibilities are being met.
- 10. The chairperson may delegate any needed responsibilities to other committee

B. Vice Chair members.

- 1. Minimum clean time requirement is two (2) years.
- 2. Nominated in October, voted in January, effective in April.
- 3. Helps Chair keep proceedings orderly. .
- 4. Acts as Chair in Chair's absence.
- 5. Fills in for any other trusted servant's position as necessary.
- 6. If office of Chair becomes vacant, serves as Chair until elected to be new Chair or until new Chair is elected.
- 7. Attends all WSR meetings.
- 8. May have other responsibilities such as contacting facilities based on the needs of the committee.

C. Recording Secretary

- 1. Minimum clean time requirement one (1) year.
- 2. Nominated in April, voted July, effective October.
- 3. Takes accurate set of minutes at each meeting and distributes them to sub-committee members prior to next meeting.
- 4. Maintains an ongoing file of all WSR minutes and committee archives.
- 5. May have other responsibilities based on the needs of the committee.

Terms of Commitment

All trusted servant positions are for 1 year, with a 2-year limit on consecutive terms in the same position.

- D) Coordinating Secretary (See attached procedures for detailed outline of duties.)
- 1) Minimum clean time requirement three (3) years.
 - 2) Nominated in October, voted in January, effective in April.
 - 3) To ensure accountability, keeps a complete log of all WSR step guide/step writer communications as described in section 11.D. in the outline of duties guidelines.
 - 4) Keeps in phone contact with step guides every two weeks if needed.
 - 5) Distributes addicts' letters to their step guide, when received from the RSO.
- E) Alternate Coordinating Secretary
- 1) Minimum clean time requirement two years.
 - 2) Nominated in October, voted in January, effective in April.
 - 3) Assists Coordinating Secretary in Stated duties. (See numbers 15 and 16 on coordinating secretary's attached procedures.)
- F) Orientation Person
- 1) Minimum clean time requirements two years, with working knowledge of the orientation process.
 - 2) Nominated in October, voted in January, effective in April.
 - 3) Gives WSR orientation procedure (attached) to each new step guide.
- G) Step Guide
- 1) Step Guide must respond to their Step Writer within 2 weeks of getting their letter.
 - 2) Step Guides are to place the return address label with the WSR address on the envelope they send to their Step writer.
 - 3) Step guides need to send the postcard that is sent with their step writer's letter back to the Coordinating Secretary the same day they send their letter of response to their writer to ensure that they have mailed their letter in a timely fashion.
 - 4) Step Guides need to contact the Coordinating Secretary if for any reason they are unable to fulfill their responsibilities as a Step Guide.
 - 5) Step Guides are restricted to give out any personal information to step writer that will enable the writer to trace their location, real name, or phone number. This is for the safety of the Guides. You may share any experiences that do not violate this guideline.
 - 6) Step Guides are to inform Coordinating Secretary if for any reason they decide to change their pen names.
 - 7) Step Guides may not send any N.A. pamphlets, books, or other supplies to writers. They may however, send step work hand written or photocopied from the step-working guide. Also other formats of step work are of course acceptable as long as it does not violate this guideline.

Terms of Commitment

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H) Committee Member

- 1) Minimum clean time requirement one day.
- 2) Carries one vote, if present at the WSR committee meeting.

Terms of Commitment

All trusted servant positions are for 1 year, with a 2-year limit on consecutive terms in the same position.

Writing Steps for Recovery Coordinating Secretaries Procedures

The first step in this procedure starts when the RSO mails letters they receive from incarcerated inmates at the correctional facilities that Writing Steps for Recovery has contacted and agreed to follow their rules and regulations. This was done by the Vice-chair and is in his duties.

When you receive letters, check in your index card file box to see if inmate has already been assigned a Step Guide. If so, see instructions below #8. If they have not, open letter and read to determine if they are requesting help from Writing Steps for Recovery and a Step Guide. If so, do as follows. If not, see below #17.

- 1) Letter from person incarcerated asking for help from the committee to work the steps of NA.

- a) fill out index card as follows: Front

Name and #

Facility and area #

Address number

City, State and Zip

Step Guides Name

Pen Name

Address

City, State and Zip

Telephone #

Back of index card headings:

Date Received

Date to Guide

Date Due

Date Sent

These cards will be filed alphabetically by last name under male or female inmate in file box.

- 2) Choose a Step Guide for new inmate from the index cards you have made from the paperwork received from the Orientation Leader and new inmate add to back of the Step Guides index card. The Step Guides index card front is as follows:

- a) *(top of card) STEP GUIDE – (MAN OR WOMAN)*

Name of Step Guide

Pen Name

Address number

City, State and Zip

Telephone #

Date became eligible

Number of people wanted

Back of index card headings:

Inmates name, # and facility *Received* *Due by* *Sent*
(List two or three and attach other cards as needed)

Card to be filed alphabetically by first name under Male or Female Step Guide in file box.

- 2) If you receive a new Step Guide's information, fill out as above and when completed, file forms received from Orientation Leader in folder entitled "Step Guide Agreement Forms Completed".
- 3) Add new inmate to list in folder entitled "Blanks For Acceptance 1st Letter to Inmate".
- 4) Fill out letter to Inmate with their name, #, and address. Put letter in envelope with return address for Writing Steps for Recovery label with RSO address, add postage stamp and mail.
- 5) Fill out letter for Step Guide pulled from folder entitled "New Inmate Letters for Step Guide", put inmates name, # and address in blank, and fill in due date for return letter to be sent from Step Guide to inmate.
- 6) Gather from large manila envelope a self-addressed, pre-paid post card, fill in Step Guides first name in top space, name of inmate they are to write to in appropriate space, and date return letter is due to inmate under blank line that the Step Guide is to put date they mailed return letter to inmate- (due date is a two week period from when Coordinating Secretary mails letter and other info to Step Guide, i.e. - mailing letters to Step Guide 6/10/99, the due date would be 6/24/99).
- 7) Put inmates letter, pre-paid postcard, and a return address label in a pre-labeled envelope with Writing Steps for Recovery RSO address. Add postage stamp and mail to Step Guide.
- 8) File Step Guide's card behind the appropriate due date for the return letter to the inmate in file box. This is done in order for Coordinating Secretary to follow-up.

If inmate has already been assigned a Step Guide, pull both Step Guide card and inmate card. Fill in appropriate info on back of both cards. File alphabetically, returning the inmate's card under either Female or Male Inmate and put the Step Guide's card behind the appropriate due date the Step Guide is to return a letter.

- 9) When the Step Guide returns the self-addressed pre-paid postcard giving you the date they mailed their return letter to the inmate, pull the Step Guide's card from behind the due date and record when letter was mailed. Also pull inmates card from behind Male or Female and record when letter was mailed. Return card alphabetically under Male or Female and file the Step Guide index card alphabetically, by first name, under Male or Female Step Guide.

- 10) Complete return address labels periodically when needed and apply half of them to envelopes. The remaining labels are cut into individual labels to be included in envelopes you mail to the Step Guide. Put all in the large manila envelope for quick retrieval when needed.
- 11) Complete self-addressed, pre-paid postcards periodically when needed and put in the large manila envelope for quick retrieval when needed.
- 12) Keep a record of expenses and supplies purchased, give to Chairperson of WSR at Regional meeting in order to get reimbursed from Region. (I.e. \$.33 postage stamps, \$.22 postage stamps for envelopes needing additional postage. Also pre-paid postage postcards purchased, labels, NA Booklets, etc.). Coordinating Secretary will supply Assistant Coordinating Secretary with all supplies needed such as postage, pre-paid postcards, letters, envelopes, etc. Any purchases made will be done by Coordinating Secretary.
- 13) Attend all Regional Business Meetings quarterly at designated time of Writing Steps for Recovery Committee meeting with report prepared prior to meeting.
- 14) To prepare report prior to Committee Meeting for Writing Steps for Recovery, go through index card box, pull and mark "Inactive" with date made so, on the cards of inmates who you have not heard from for at least three months. File alphabetically in appropriate inactive portion of file box.

Information needed for report includes:

- a) Number of new inmates added during quarter.
 - b) Total number of inmates currently active
 - c) Facilities and how many inmates active for each facility
 - d) Number of inmates made inactive during quarter
 - e) Number of new Step Guides added during quarter
 - f) Number of Step Guides made inactive during quarter – this is gotten from follow-up info
 - g) Number of letters received that we cannot help (bring letter to meeting)
 - h) Any special activity or concern during past quarter that you would like to be brought up at Committee Meeting, including any letters received.
 - i) If you receive a letter from a New inmate asking for help within a week or sooner before the next quarterly Regional meeting, save and bring to meeting for committee to review before mailing to new Step Guide. (As noted in letter to new inmate)
- 15) In following up on Step Guides under the date due file, if you have not received a pre-paid postcard from the Step Guide within a week or two after due date has passed, notify Assistant Coordinating Secretary with info. They are to fill out letter from file entitled "Step Guide Follow-up Letter" and mail to Step Guide with pre-paid, self-addressed postcard. Note this on their index card.

- a) If the Step Guide returns postcard stating they want to be dropped from WSR, mark Step Guide's card "Inactive" with date and file behind the "Inactive" inmate cards.
 - b) Send letter to inmate stating the Step Guide they previously were writing to has become ineligible and ask if they would like a New Step Guide.
 - c) If this happens to a New inmate, reassign a New Step Guide.
 - d) If you do not receive any correspondence or notice, call Step Guide if possible and proceed as stated above if necessary.
- 16) At same time you complete #15, pull a letter from file entitled "Inmate Follow-up Letter", fill out and mail to inmate. Note this on their index card.
- a) If they have not heard from the Step Guide assigned, call Step Guide if possible.
 - b) Reassign a new Step Guide and follow steps as noted above. Be sure to note this on the New Step Guides letter when mailing the New inmates information.
- 17) When you receive letters from the RSO for the first time, open and read, but realize we cannot help the inmate, (i.e. they are wanting a sponsor only, meetings info and who they can contact outside, getting out within a month, etc.-(if in doubt, talk to the committee chairperson) pull a blank letter from file titled "Can't Help Blank and Copies". Put inmates name on list and fill out letter appropriately. Mail completed letter to inmate with a N.A. Information Booklet entitled "An Introductory Guide to Narcotics Anonymous". Save inmates letter to show at next quarterly Regional meeting, then file in folder.
- 18) Complete tasks or letters as directed or requested by Writing Steps for Recovery Committee meetings.

The following forms are examples of forms that have been used by the Show-Me Region WSR in the past to help in keeping accurate records of step writers and step guides.

These forms are just examples and are not be construed as the only way the subcommittee should or could keep records.

Each WSR committee should feel comfortable in developing their own method of keeping accurate records these should be used only as a helping hand in how to develop such methods.

