

II. Function of the subcommittee

- L. Provide Sponsors to those addicts who are incarcerated for at least 1 year in an institution.
 1. All interaction will be through the mail.
 2. All mail will be sent via the ARSC P.O. Box, with no last names, addresses, phone numbers or email addresses given to the inmates.
 3. Sponsors will use first names only, as decided by the sponsor. "Correspondence only agreements" with these signatures will be filed with the H&I subcommittee.
 4. The sponsor will have an individual sponsee assigned to him/her by the subcommittee in the order that the sponsor has qualified for participation and an addict of the same sex becomes available.
 5. The sponsor must have had no prior knowledge of his/her assigned sponsee. He/she cannot have met the person he/she will be assigned to for sponsorship at any time during his/her life.
 6. After the chairperson or the subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.
 7. The Sponsorship Coordinator will log all incoming and outgoing letters by date, with the name and facility of the inmate, sponsor, and phone number so we can make inquiries of the status between the sponsor and sponsee.
 8. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDENCE, PHOTOS, BOOKS, DRAWINGS, TAPES, FAMILY MEMBER CONTACT, ETC. WILL BE MADE BETWEEN THE SPONSOR AND SPONSEE.
 9. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
 10. All rules and regulations of the facility will be strictly upheld.
 11. Only women will write women and only men will write men.
 12. All members of the H&I subcommittee are required to attend our meetings. Loss of clean time, non-fulfillment of duties, or missing 2 consecutive meetings without prior notification may result in removal from service position by a simple majority vote of the subcommittee.