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UK PRISON SPONSORSHIP

**DEDICATION AND PURPOSE:**

The primary purpose of this committee is to provide written sponsorship through the 12 steps of Narcotics Anonymous with any addict currently imprisoned in an institution desiring our help with personal recovery.

**UKPS GUIDELINES.**

1. The committee must always adhere to the 12 traditions and the 12 concepts of Narcotics Anonymous.
2. To communicate with all levels of N.A service and to offer support and guidance to individual areas in their P.S work.
3. To co-operate effectively with the regional H & I and P.I committees.
4. To build and maintain good relations with the U.K prison system and all presentations within the U.K prison system will include the UKPS statement of dedication and purpose.
5. To adhere to the rules and regulations of the prison systems.
6. All UKPS members must be clean and free of any involvement with the prison system probation, license etc for at least one year.

**FUNCTION GUIDELINES:**

1. All letters are sent via one central postal address, no personal information regarding sponsors and committee members will be given to sponsee’s.
2. The post person will notify sponsors as and when sponsee’s require sponsoring. The sponsors have no prior knowledge of their assigned sponsee and will always respect the confidentiality of the individual.
3. The initial letter is received and read a welcome pack will be sent and all future correspondence between sponsor and sponsee will remain confidential.
4. All communications will be logged and placed on the UK database by the post person.
5. UKPS or the sponsors themselves will provide inmates with the necessary literature via the health care workers or drug agencies within the prisons.
6. Relationships between sponsor and sponsee must be of the same sex.
7. UKPS literature will be available to addicts during H & I presentations; literature will also be available to those unable to attend H & I presentations and to prison staff if required.
8. Anybody within the prison system or mental health units who thinks they may have a problem with drugs can write to UKPS at any time.

**SUB COMMITTEE ROLES AND RESPONSIBILITIES:**

**CHAIR:** Clean time requirement - 5 years.

* To fulfil the position for 2 years.
* Keeps order in the meetings and keeps discussions on the topic at hand.
* To prepare an agenda for each meeting.
* Ensures that the traditions are upheld in all matters.
* Attends each UK PS Committee meeting and will give a report on the UKPS.
* To check emails and deal with enquires from professionals
* Attending each Region for the full two-day agenda.
* Communicating the subcommittee’s vision, and mission statements to Region and reporting on progress on these.
* Distributing an appropriate number of copies of the report to attendees as detailed in the pre-region mail out.
* Presenting a verbal summary of their report at the RSC meeting.
* Responding to questions from the body, both those included in RCM reports in the pre-region mail out; and those addressed to them on the day. Subcommittee chairs need to have a clear understanding of all the activities of any secondary subcommittees that work within their remit. (Any questions that the Chair is not able to answer on the day should be addressed in the next subcommittee report to Region).
* Ensuring compliance with applicable NA World Services guidelines except where these guidelines have been modified with the approval of the RSC.
* Supplying Resource, and the Helpline/Website committee with an up to date contact list for the Chair, Vice Chair, and Treasurer.

**VICE-CHAIR:** Clean time requirement- 4 years.

* To fulfil the position for 2 years.
* Help chairperson to proceedings orderly.
* To act as chairperson in the absence of the chairperson, fill in for any other trusted servant’s positions as necessary.
* In the absence of the chair, attend each Region for the full two-day agenda.
* In the absence of the chair, communicate the subcommittee’s vision, and mission statements to Region and reporting on progress on these.
* In the absence of the chair, distribute an appropriate number of copies of the report to attendees as detailed in the pre-region mail out.
* In the absence of the chair, present a verbal summary of their report at the RSC meeting.
* In the absence of the chair, respond to questions from the body, both those included in RCM reports in the pre-region mail out; and those addressed to them on the day. Subcommittee chairs need to have a clear understanding of all the activities of any secondary subcommittees that work within their remit. (Any questions that the Chair is not able to answer on the day should be addressed in the next subcommittee report to Region).
* In the absence of the chair, ensure compliance with applicable NA World Services guidelines except where these guidelines have been modified with the approval of the RSC.
* In the absence of the chair, supply Resource, and the Helpline/Website committee with an up to date contact list for the Chair, Vice Chair, and Treasurer.

**SECRETARY:** Clean time requirement- 2 years.

To fulfil the position for 2 years.

To take minutes at all UKPS meetings and to email these minutes to all who require them, within 2 weeks of the meeting.

Maintains an ongoing file of all UKPS minutes.

**POST PERSON:** Clean time requirement- 2 years.

To fulfil the position for 2 years.

To check E mail regularly.

To attend all UKPS meetings with a written report.

To collect mail weekly and distribute this to the relevant persons.

To keep an up-to-date catalogue of all incoming and outgoing mail.

To add sponsor requests to log.

**SPONSOR LIASION:** Clean time requirement- 2 years.

To fulfil the position for 2 years.

To check E mail regularly.

To answer all requests from potential sponsors and send out questionnaires.

To send out returned questionnaires to PS committee for ratification.

Build and maintain relations with sponsors and attract new sponsors.

To keep sponsor logs updated.

To attend all UKPS meetings with a written report.

To maintain contact with all sponsors so that support can be given by the committee if needed.

**WELCOME PACK PERSON** Clean time requirement- 2 years.

To fulfil the position for 2 years.

To check sponsor request logs and send out welcome packs.

To keep supply of welcome pack IP’s and printed letters.

To send out sponsor request cards and posters to any committee or person requiring them.

**TREASURER**

Length of service 2 year

Minimum Clean time requirement 4 years

**Requirements:**

* To have minimum required clean time on the day of elections.
* To be financially solvent and secure.
* To be a member of NA and be working the NA programme including NA Sponsorship, Steps, Traditions and Concepts and a willingness to study the H&I Guidelines and UK PS Committee Guidelines.
* To be comfortable with handling money, banking, and balances.
* To be accountable to the UK PS subcommittee which is accountable to the UKNA RSC.
* Treasurer must attend RSC to be ratified and sign Misappropriation of Funds document.
* Loss of clean time automatically will mean automatic resignation from the post.
* Subcommittee treasurers attend Region to be ratified within two Regions of being elected
* Providing full financial reports using the suggested template in Appendix 12 that should include all incomings and outgoings.
* Communicating frequently and transparently with the Treasurer and Vice Treasurer at Region.
* Attending Region at the body’s request and expense, should a specific need arise.
* Providing all financial records for examination by the regional treasurer or appropriate designate, within four weeks, as requested by Region.

 **Duties & Responsibilities:**

* Attend all UK PS Sub Committee meetings. (In the event that the Treasurer cannot attend one of these meetings, the Vice Treasurer, or other nominated committee member should attend).
* Serve as custodian of the UK PS Sub Committee bank account.
* To dispense funds as per the conscience of the UK PS Subcommittee.
* Sign all UK PS Sub Committee bank account cheques along with one other designated co-signer.
* Keep an accurate record of all transactions including ensuring any monies paid out is accounted for by a receipt excluding subsistence allowances.
* Prepare and present a monthly financial report of all transactions occurring during Committee business, to be submitted in writing at the end of each Committee meeting. This shall include the balance forward, subcommittee expenses and/or revenue, and all other Committee expenses and/or revenues, as well as bank charges incurred since the previous meeting.
* Formulate an annual operating budget for approval at the January Committee meeting.
* Prepare and present an annual financial statement at the January Committee meeting
* To provide receipts for all monies spent (excluding subsistence) whilst carrying out duties & responsibilities.

**VICE TREASURER**

Length of service 2 year

Minimum Clean time requirement 4 years

**Requirements:**

1. To have minimum required clean time on the day of elections.
2. To be financially solvent and secure.
3. To be a member of NA and be working the NA programme including NA Sponsorship, Steps, Traditions and Concepts and a willingness to study the H&I Guidelines and UK PS Committee Guidelines.
4. To be comfortable with handling money, banking, and balances.
5. To be accountable to the UK PS subcommittee which is accountable to the UKNA RSC.
6. Must sign Misappropriation of Funds document.
7. Loss of clean time automatically will mean automatic resignation from the post.

**Duties & Responsibilities:**

1. Attend all UK PS Sub Committee meetings.
2. Work with the Treasurer to ensure the smooth financial operation of the UK PS Sub Committee.
3. Take on the duties of Treasurer in the case of the Treasurers absence in any and all cases.
4. Carry out responsibilities delegated by the Treasurer and/or the Sub Committee.
5. To provide receipts to the UK PS Treasurer for all monies spent (excluding subsistence) whilst carrying out duties & responsibilities

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**UK PS PRISON SPONSOR GUIDELINES**

 In addition to observing the rules of the prison regarding mail and correspondence, the following are guidelines for us to follow when writing to N.A. 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 we are writing to them to act as a sponsor that will take them through the steps.

1. We try to let the inmate know that writing, like all forms of sharing, helps us as much as it helps him or her.
2. We let the inmate know that they are not alone.
3. We stay focused on recovery.
4. We encourage the inmate to attend any N.A. meetings that might be carried to their prison. We also strongly stress the importance of getting a meeting list for the area that they will be released to 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.
5. If there is a desire to send a gift, we suggest a Basic Text, How It Works, Step Working Guides, Just For Today or other N.A. literature. Before sending anything, see if the prison will allow it. Many prisons only allow literature to be sent in if a request is made first.
6. Never write anything you don't want the whole world to read. All mail is monitored by security in the jails and prisons. Ask yourself before you write these letters: "Would I want everyone to know that I said or did this?"
7. Always use the Prison Sponsorship PO Box **PS UKSO Derby House, 12 Winckley Square PRESTON PR1 3JJ** address for receiving mail and setting up a Email a prisoner account rather than your home address. It’s also is suggested that you keep your anonymity by using your first name and last initial or pen name.

1. Alternatively you can use the Email a Prisoner service. See guidelines and account set up. Please follow the PS Email a Prisoner account set up to maintain your anonymity and keep personal details safe. Could we ask that you inform PS in which way you will be corresponding with the PS Sponsee Post or email.
2. In the spirit of our12th tradition, we respect the anonymity of correspondents.
3. Men write to men and women write to women.

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**Prison Sponsorship**

 **E mail a Prisoner Guidelines and Account Setup**

Always remember anonymity. What’s in your profile when setting up an “email a prisoner” account. The NA member in prison has access to: full name, address, email and phone number. Below is how to set up an account, add funds and keep your personal information safe maintaining your anonymity.

1. Go to https://messagecentre.unilink-technology-services.com and click sign up
2. Enter your name, it says full name. You **DO NOT** put your surname just your first name or pen name, if your name is Bill Smith we suggest Bill SPS (PS =prison sponsor)
3. The next box is for your email address, you may want to set up an email that doesn’t contain your full name, or an email with your pen name. Example billsps@-------.com
4. The password is of your choice.

1. You now add an address, **DO NOT** use your home address. Please use **UK PS UKSO Derby House, 12 Winckley Square PRESTON PR1 3JJ.** If you use your home address the NA member in prison will have access to this as it is sent with your email to them.
2. There is a box for your phone number, we suggest at this stage you **DO NOT** put a phone number. Once you have established a relationship with your sponsee you may want to add this later. The phone number is your choice as a NA member, but be aware at the beginning you do not know who has requested an NA sponsor so we advise caution. If you choose to **not** put your phone number please fill the phone number box with the NA helpline number **0300 999 1212.**
3. You will now be sent an email. Click on the link and your email will be registered.
4. There are costs involved and to add funds you can do this in different ways which suit you. Click on the “buy credit” on the left column, put in the amount and select payment. If you are paying by card you will see a box drop down with your details, you have to replace your full name and address to the card holder. This information is kept private. Once payment is made and your account is toped up go to the “My profile & settings” and check address is still UK **PS** **UKSO Derby House, 12 Winckley Square PRESTON PR1 3JJ.** Alternatively you can pay postal order/cash/cheque and this is done by post.
5. Emails can take up to two days depending on checks and distribution.
6. Some prisons offer a reply service, when sending an email you can request a reply. Here is a list of prisons that have the email service. https://messagecentre.unilink-technology-services.com/content/locations
7. Remember all emails in and out under go all usual prison checks. So be mindful with what you are writing and also what you are asking the sponsee to answer.
8. All usual prison sponsorship guidelines apply.

THANK YOU FOR CARING AND SHARING THE N.A WAY IN ORDER THAT “NO ADDICT SEEKING RECOVERY NEED DIE”